

Chapter 1

BULK PETROLEUM FUELS MANAGEMENT CATEGORY, FUELS DIVISION

SECTION 1A-- GENERAL AND ADMINISTRATIVE

Para.	Title	Page
1.1.	Purpose and Scope.....	1-6
1.2.	Authority	1-6
1.3.	General	1-6
1.4.	Channels for Submission of Proposed Revisions and Amendments	1-7
1.5.	Forms	1-7
1.6.	Controlled Multiple Address Letters	1-7
1.7.	Responsibilities	1-7
1.8.	Establishment/Termination of Stock Record Account Numbers	1-8
1.9.	Establishment of Item Record	1-8
1.10.	Change in Fuels Management Officers	1-9
1.11.	Support Agreements	1-9
1.12.	Replacement-in-Kind (RIK) Agreements	1-9
1.13.	Fuels Management Improvement Work Group	1-10
1.14.	Thru 1.19. (Unused)	

SECTION 1B-- REQUIREMENTS AND DISTRIBUTION

1.20.	Authorized Inventory Levels for Air Force Bulk Fuels	1-11
1.21.	HQ USAF Responsibilities	1-11
1.22.	Command Responsibilities.....	1-11
1.23.	Ground Fuel BPWRR and Maximum Inventory	1-13
1.24.	BPWRS Relocation Policy	1-13
1.25.	CONUS Requirements - Aviation Fuels.....	1-13
1.26.	Worldwide Requirements - Ground Fuels (Automotive, Diesel, Fuel Oils, and Kerosene)	1-14
1.27.	Overseas Requirements - Bulk Fuels	1-17
1.28.	Aircraft Engine Lubricating Oil	1-18
1.29.	Ordering and Requisitioning Ground Fuels	1-19
1.30.	Spot Buy Purchase (Ground Fuels)	1-19
1.31.	Validation of Due-In Detail Records	1-20

AFMAN23-110V1PT3

1.32. Aviation Fuel Servicing Contracts	1-20
1.33. Aviation Fuel Into-plane Contracts	1-20
1.34. Local Purchase Authority	1-20
1.35. Drummed Fuel Requirements	1-21
1.36. Disposition of Used Drums	1-21
1.37. Purchases by AF Form 15, United States Air Force Invoice ; AF Form 315, United States Air Force Avfuels Invoice ; or Credit Card	1-21
1.38. Alaska Remote Re-Supply	1-21
1.39. Procedures for Aviation Fuel Support of Special Exercises	1-22
1.40. Aviation Fuel Support for Air Force One (AF-1) and Support Aircraft	1-23
1.41. Thru 1.45. (Unused)	

SECTION 1C-- RECEIVING

1.46. AF Form 1231, Record of Receipts	1-24
1.47. Receipts of Shipments Into Operating Tanks - Ground Fuels	1-26
1.48. Thru 1.52. (Unused)	

SECTION 1D-- AUTHORIZED ISSUES AND STANDARD PRICES

1.53. Authorized Issues	1-27
1.54. Standard Prices	1-28
1.55. Determination of Prices to Charge	1-29
1.56. Defuels and Creditable Returns	1-29
1.57. Issue/Defuel Manual Data Reference	1-30
1.58. Thru 1.62. (Unused)	

SECTION 1E-- ISSUES/SALE AND TRANSFER PROCEDURES

1.63. Fuel Servicing Procedures	1-30
1.64. Emptying Fueling Units	1-32
1.65. Recirculation of Fuel	1-33
1.66. Bulk Storage Operations	1-33
1.67. Bulk Transfers and Bulk Sales	1-35
1.68. Avfuels Credit Cards	1-36
1.69. Issues/Defuels--DoD Aircraft (Including Reserves and National Guard - Aviation Fuels)	1-39
1.70. Issues/Defuels--Non-DoD Aircraft--Aviation Fuels	1-41
1.71. Cash Sales--Aviation Fuels	1-43

1.72. Issues at Non-Air Force Locations--Aviation Fuels	1-44
1.73. In-Flight Fueling--Aviation Fuels	1-45
1.74. Recording Fuel Jettisoned from Tankers	1-47
1.75. Transactions by Aerial Bulk Fuel Delivery Systems	1-47
1.76. Replacement-in-Kind (RIK) Transactions	1-48
1.77. Special Issues (Including Non-Fly)--Aviation Fuels	1-52
1.78. Vehicle Serv-o-Plates, Ground Fuel Credit Cards, and Vehicle Identification Links (VIL)	1-54
1.79. Issues/Defuels--Ground Fuels	1-55
1.80. Direct Issues of Ground Fuels by Contractors to Organization Tanks	1-57
1.81. Cash Sales--Ground Fuels	1-60
1.82. Issues at Non-Air Force Locations--Ground Fuels	1-61
1.83. Contaminated Fuel/Off-Specification Bulk Oil	1-61
1.84. Fuel Grade Change	1-62
1.85. Documentation of Contaminated Fuel	1-62
1.86. Tank Cleaning Losses	1-63
1.87. Reclaimed Petroleum Products	1-63
1.88. Wet-Wing Defueling Procedures--Aviation Fuels	1-63
1.89. Thru 1.93. (Unused)	

SECTION 1F-- PHYSICAL INVENTORY, QUANTITY CONTROL RECORDS, AND REPORTS

1.94. General Inventory Policy	1-64
1.95. Recording and Documenting Receipts	1-65
1.96. AF Form 1233, Bulk Storage Summary	1-67
1.97. Audit of Issues, Defuels, and Sales	1-68
1.98. Pipeline Inventory	1-69
1.99. AF Form 1235, Physical Inventory (Fuels/Missile Propellants)	1-69
1.100. AF Form 1237, Inventory (Fuels/Missile Propellants)	1-70
1.101. Determinable Losses	1-71
1.102. Processing Transactions	1-72
1.103. M-34 Report Validation	1-72
1.104. Base Service Station Records	1-72
1.105. M-28 Transmittal Listings	1-74
1.106. Thru 1.111. (Unused)	

SECTION 1G-- INVENTORY AND UNIT COST AUTHORITY PROCEDURES

1.112. General	1-75
1.113. Management Concepts	1-76
1.114. Fuels Division Operating Programs.....	1-76
1.115. Bulk Petroleum Management Category Operating Programs	1-76
1.116. Management of Operations	1-76
1.117. Validation of Reports	1-77
1.118. Special War Reserve Materiel (WRM) Controls	1-77
1.119. Fuels Automated Management System (FAMS) Reconciliation	1-78
1.120. Thru 1.123. (Unused)	

SECTION 1H-- CONTRACTOR REPORTING

1.124. General	1-79
1.125. Requirements Forecasts	1-79
1.126. USAF-Owned Aviation Fuel Stock Reporting.....	1-80
1.127. Thru 1.131. (Unused)	

SECTION 1I-- AVIATION FUEL ISSUES TO CONTRACT, CIVIL, AND CHARTER AIRCRAFT

1.132. General	1-83
1.133. How to Recognize Contract, Charter, and Civil Aircraft	1-83
1.134. Air Force Fuel Sales Policy for Contract, Charter, and Civil Aircraft	1-85
1.135. Establishing Credit for USAF Fuel	1-85
1.136. Procedures for Renewing Credit	1-86
1.137. Emergency Credit Procedure	1-87
1.138. Credit Suspension and Revocation	1-87
1.139. Billing and Collecting	1-87
1.140. Federal Excise Taxes (FETs)	1-87
1.141. HQ USAF Responsibilities	1-89
1.142. SA-ALC/SFRP Responsibilities	1-89
1.143. Responsibilities of the MAJCOMs	1-89
1.144. Responsibilities of Base Fuels Management Offices	1-89
1.145. Responsibilities of the Base Accounting and Finance Office	1-89
1.146. Thru 1.149. (Unused)	

SECTION 1J-- CONTINGENCY PROCESSING PROCEDURES

1.150. Host Nation Support Issues Into Refuelers/Bladders not Covered by a RIK Agreement	1-90
1.151. Into-Plane Issues Into Truck/Bladder	1-90
1.152. Defense Energy Support Center (DESC) Military Interdepartmental Purchase Request (MIPR)	1-91
1.153. Assistance In Kind (Free Fuel)	1-92
1.154. NATO Standardization Agreement In-flight Refuelings	1-92

ATTACHMENTS

1A-1 Explanation of Terms	1-94
1B-1 Requirements Submission Schedule for Gasoline, Automotive Fuel, Fuel Oils, and Kerosene	1-100
1B-2 Purchase Program Schedule (Aviation Fuels)	1-101
1B-3 Purchase Program Schedule (Ground Fuels)	1-103
1B-4 Domestic Avfuel Geographical Procurement Areas	1-104
1B-5 Physical Property Limitation for JP-5, Commercial Jet Fuels, JP-8, and JP-4	1-105
1C-1 Reserved.	
1D-1 Items Included in the Bulk Petroleum Fuels Management Category, Fuels Division, Air Force Stock Fund	1-109
1D-2 Issue/Defuel Manual Data Reference	1-113
1D-3 Issue/Defuel Data Validity Reference	1-114
1E-1 Notification of Delinquency	1-117
1E-2 Avfuels Credit Card Embossing Instructions	1-118
1E-3 Station Plate Embossing Instructions	1-120
1E-4 USAF Ground Fuel Credit Card Embossing Format	1-121
1E-5 Aerial Tanker In-Flight Issue Log (AF Form 791)	1-122
1E-6 Sample -- Cash Collection Voucher	1-124
1E-7 Customer Identification Code (CIC) and Fund Code	1-125
1E-8 Type Issue/Defuel Codes	1-135
1F-1 Fuels Management Data Report, M34 Report Output Image (ROI)	1-137
1G-1 Reserved.	
1H-1 Customer Identification Code (CIC) and Type Issue/Defuel Code (TID) (Aviation Fuels)	1-140
1I-1 Credit Agreements	1-142
1I-2 Tax Exemption Certificate (Sample)	1-145

1J-1 Reserved.

SECTION 1A-- GENERAL AND ADMINISTRATIVE.

1.1. Purpose and Scope. This chapter prescribes procedures to be used in forecasting requirements, ordering, receiving, storing, issuing, and accounting for items included in the Fuels Division, Supply Management Activity Group (SMAG), Defense Working Capital Fund (DWCF). These procedures are applicable to the manager of the Fuels Division--Air Force (AF) stock fund, AF bases, air national guard (ANG) bases, airlift service, and AF personnel administering contracts, where applicable. Detailed procedures for item and financial accounting of bulk petroleum items on the Fuels Automated Management System (FAMS) computer are contained in AFM 67-413V1, *FAMS: D002P/GF, End User Manual*.

1.2. Authority. The Fuels Division, SMAG, DWCF is operated by the Department of the Air Force pursuant to the authority delegated to the Secretary of Defense under the provisions of Section 405, Title IV, Public Law 216, 81st Congress.

1.3. General.

1.3.1. Aviation and ground fuel items are financed under a revolving stock fund, designated as the fuels division, DWCF and may be referred to as the "stock fund."

1.3.2. DWCF provides the capital to carry fuel inventories of the Air Force from one fiscal year to the next. It establishes a buyer-seller relationship between using organizations as consumers and the stock fund manager as seller. This relationship provides for efficient management by balancing the responsibility for supply and demand between those who manage the supply system and those who place demands on it. The financial controls exercised through the stock fund provide for the alignment of aviation fuel budgeting and consumption with flying programs; and for the alignment of ground fuels budgeting and consumption with centrally-developed operating programs.

1.3.3. The procedures and records for control of inventory are established to eliminate reports of survey whenever possible. Records are maintained to track gains and losses to their source; such as intransit, bulk storage, refueling units, hydrant systems, and determinable causes such as spills. The forms provided in this chapter will assist the fuels management officer (FMO) in analyzing gains and losses to determine whether they are excessive and if further investigation of records and/or recheck of physical inventory is warranted. The analysis should indicate whether documents are missing, or if the excessive gain/loss was caused by a discrepancy which requires correction. Determination as to whether gains/losses are excessive is the responsibility of the FMO and is subject to review by the environmental office. In case of Defense Logistics Agency (DLA)-owned product, excessive gains/losses will be determined in accordance with established DLA tolerances specified in DoDM 4140.25V1-4, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*, June 1994.

1.3.4. Issues of aviation or ground fuels to USAF aircraft, vehicles, and equipment by the Army, Navy, Marine Corps, or other government agencies are reimbursable. The issuing service will forward interfund billings to the DoD activity address code (DODAAC) of the requisitioner or supplemental address, as applicable.

1.3.5. Costs that will be paid by the stock fund for products listed in attachment 1D-1 will be limited to the following items:

1.3.5.1. All product costs including contractor furnished container costs which are part of the product price.

1.3.5.2. Service costs for laboratory service contracts for testing AF-owned fuel.

1.3.5.3. Materiel acquisition and blending costs for fuel system icing and corrosion inhibitors for blending into

AF-owned jet fuel.

1.3.5.4. First destination transportation and other authorized expenses as set forth in DFAS-DER 7420-1, *Procedures in Support of Air Force Stock Fund*, and DoDR 7420.13, *Stock Fund Operations*.

1.3.5.5. Materiel acquisition and blending costs for fuel grade ethanol procured to produce gasohol.

1.3.5.6. Materiel acquisition and blending costs for conductivity additive for blending into AF-owned jet fuel. These costs are limited to initial injection of base-level stocks when the program is inaugurated and upgrading of base-level stocks which were previously injected.

1.3.6. Transportation costs for movement of bulk fuels between or on bases will be funded as second destination transportation according to AFI 65-601V1, *Budget Guidance and Procedures*.

1.3.7. Demurrage charges associated with the delivery of bulk fuels are not the responsibility of the stock fund and will be charged to the operation and maintenance funds of the activity causing the demurrage.

1.4. Channels for Submission of Proposed Revisions and Amendments. Proposed amendments and/or revisions will be submitted through the FMO to the major command (MAJCOM). The MAJCOM will review the proposed revision or amendment. When publication is considered appropriate, the proposed revision and/or amendment will be forwarded to SA-ALC/SFR for review, acceptance, and submission to HQ USAF/ILSP for final approval.

1.5. Forms. Forms used in bulk petroleum accounting will be requisitioned through normal distribution channels (AFI 37-161, *Distribution Management*). Use of computer-generated forms may be used in lieu of original forms as long as the intent and use of the form are satisfied. Automated computer forms are not required to be signed with the exception of an AF Form 1235, **Physical Inventory (Fuels/Missile Propellants)**, that is being used to document a change in FMOs.

1.6. Controlled Multiple Address Letters. SA-ALC/SF will use Controlled Multiple Address Letters (CMAL) to disseminate information and guidance for management of the fuels division, AF stock fund. All proposed CMALs will be submitted to SA-ALC/SFR for approval, publishing, and distribution. CMALs may be accessed via the World Wide Web at <http://www.kelly.af.mil/sfweb/>.

1.7. Responsibilities.

1.7.1. The Commander, SA-ALC, has been assigned operational authority and responsibility for the stock fund.

1.7.2. The Director of Aerospace Fuels Management, SA-ALC/SF, is responsible for submission of procurement requirements to the Defense Energy Support Center (DESC), quality control, facility and product service engineering, stock fund management, and other functions related to the supply of aviation and ground fuels.

1.7.3. The Defense Finance and Accounting Service - Denver (DFAS-DE) is responsible for bulk petroleum fuels financial statements applicable to the fuels division and for consolidation and reporting of bulk petroleum fuels financial transactions. Additionally, DFAS-DE handles the billing and collecting for all foreign sales as well as the accounts receivable portion of the Canadian Suspense account. Sales to HQ PACAF, HQ USAFE RIK agreements nor sales to FMS are not included. Other responsibilities include providing technical guidance to commands and bases for bulk petroleum fuels accounting and finance functions.

1.7.4. The fuels accounting office, DFAS-SA/AQR is responsible for:

1.7.4.1. Billing and collecting for sales of aviation fuels to non-DoD customers with the exception of the foreign sales mentioned in para 1.7.3.

1.7.4.2. Processing stock reports from modification centers including receipts and sales.

1.7.5. The command fuels office of each MAJCOM will function as a staff agency to monitor and control fuels division, AF stock fund operations at bases under its jurisdiction and to advise the command DCS/Logistics or director of supply and services, as required. It is the responsibility of the command fuels office to formulate and disseminate regulations and other directives covering those operations which are not specified in detail in this manual for the guidance of their bases, as well as command policies implementing the provisions of these instructions.

1.7.6. The Network Management and Consolidation Division (NMCD), DFAS-DE/AOO, office is responsible for insuring that bases comply with AF accounting and reporting procedures.

1.7.7. The FMO (or the accountable officer where no FMO is assigned) at each base is charged with complete accountability and responsibility for the handling of bulk petroleum fuels at each activity as prescribed in AFI 23-201, *Fuels Management*, and DoDM 4140.25.

1.7.8. The base supply, management and systems branch is responsible for:

1.7.8.1. Providing Standard Base Supply System (SBSS) computer support to ensure timely processing of fuels transactions/reports.

1.7.8.2. Providing technical guidance to the FP account regarding input/output documents, transactions, and other related SBSS computer products.

1.7.8.3. Performing item research and file maintenance for the FP account as outlined in Chapter 27 of AFMAN 23-110V2PT2, *USAF Standard Base Supply System*.

1.7.9. The base Financial Services Office (FSO) sometimes receives invoices directly from vendors or other activities for aviation sales/credit to aircraft for payment by the Defense Accounting Office (DAO). If no previous record of purchases are available from the Base Fuels Management Office (BFMO), the invoices must be sent to the refueling document control officer (RDCO) for validation. (This applies only to off-station aviation fuel purchases with a transaction date of 30 Sep 97 and prior). Invoices for bulk delivery into base tankage will be sent to the BFMO for validation when no record of purchase is available. Force payment of transactions without validated details are not permitted unless directed by SA-ALC/SFR or HQ USAF/ILSP.

1.8. Establishment/Termination of Stock Record Account Numbers.

1.8.1. Procedures for establishment, termination, and changes to FP DODAACs are contained in Volume 1, Part 2, Chapter 10 of this manual. Actions will be coordinated with DESC.

1.8.2. In addition to normal procedures for termination of DODAACs, request for termination of DODAACs must indicate disposition of any residual bulk petroleum stocks on hand at the time of termination.

1.9. Establishment of Item Record. Item records are established for each national stock number (NSN) which is used on (1FN, 1GC, or AF Form 791, **Aerial Tanker In-Flight Issue Log**, transactions) or carried in the base fuels stock record account. In establishing item records, base fuels personnel must collaborate with DESC-OS and SA-ALC/SFR. Details and format for establishment of item records are covered in AFMAN 23-110V2PT2, chapter 34. The same item records will be loaded into the FAMS data base according to AFM 67-413V1.

1.10. Change in Fuels Management Officers.

1.10.1. Whenever there is a change in FMOs, the outgoing officer will be relieved of accountability and responsibility. The transfer of accountability from the outgoing officer to the incoming officer will be

accomplished as follows:

1.10.1.1. Both the outgoing and the incoming officer will verify the physical inventory taken on the effective date of the change and both will sign the AF Form 1235 or appropriate computer generated inventory document.

1.10.1.2. Transfer document will be retained by the officer relieved of accountability. One copy will be filed with the daily paperwork and one copy filed with permanent administrative files.

1.10.2. During account transfers, DESC must be notified via message through the Chief of Supply (COS) in all cases where DESC owned products are involved. The message will include the DODAAC of the account being transferred along with the name, rank, and social security number (SSN) of the new responsible officer.

1.11. Support Agreements. Basic instructions for formal inter-service support agreements are in DoD Instruction 4000.19, *Interservice, Interdepartmental, and Interagency Support*, April 1992. Basic instructions for support agreements between AF activities are in AFI 25-201, *Support Agreement Procedures*.

1.12. RIK Agreements.

1.12.1. RIK agreements must occasionally be made with the governments of other countries to obtain petroleum product support for the Air Force. This type of agreement inherently requires abnormal administrative actions to insure proper accounting for the transactions and settlement of accounts. Thus, RIK agreements will be used only in cases where there is no other means for obtaining the required support or employment of the agreement will produce substantial monetary savings for the US Government.

1.12.2. RIK agreements, except where directed and/or consummated by the State Department or unified command, will be negotiated by the MAJCOM logistically responsible for the area. When an agreement is required, it should be consummated prior to incurring any obligation against the Air Force, if possible. To ensure all charges are properly chargeable to the fuels division, AF stock fund and that the Air Force can comply with the repayment provisions, agreements, and amendments thereto, RIKs will be forwarded to SA-ALC/SF for coordination and HQ USAF/ILSP for concurrence before final signature of the parties involved. RIK agreements normally will be of two categories:

1.12.2.1. Replacement for product serviced into USAF aircraft by a foreign government.

1.12.2.2. Product replacement (payment) for losses and handling charges incurred when the foreign government receives, stores, and/or issues AF-owned product.

1.12.3. Construction, alteration, and other maintenance, which is accomplished by organizations equivalent to AF civil engineering organizations are not to be provided in RIK agreements. The service charges for which payment may be made by the fuels division, AF stock fund, will be determined on a case-by-case basis by the stock fund manager in coordination with the activity requiring the agreement.

1.12.4. Handling and loss charges will not normally be authorized for into-plane servicing agreements when there is reciprocity between the governments involved. In those cases where the foreign government receives, stores, and issues USAF-owned product for the USAF, a handling/loss charge may be established in the agreement. When these handling/loss charges are negotiated, the percentage of loss being experienced within the specific area, the relative condition of the foreign government facilities, and the logistic resupply methods will be considered. If a separate loss factor is identified which exceeds .5 percent of total volume, substantiation will be provided to SA-ALC/SF with the agreement for coordination.

1.12.5. RIK agreements will contain specific provisions for joint reconciliation of accounts on a monthly basis by the parties involved. Repayment procedures will be established to assure that accumulative debits carried from

one period to another are held to a minimum consistent with logistic capability. The AF organization responsible for administering an RIK agreement will establish a quantitative/monetary debit ceiling for management of the repayment procedures.

1.12.6. Where agreements provide for USAF-owned fuel to be placed in the custody of a foreign government, stock reporting instructions and any special accounting procedures required of the foreign government will be incorporated in the agreements. The agreement will also specify that the foreign government organization having possession of the USAF-owned product is accountable for the product.

1.12.7. The MAJCOM that negotiates the agreement will effect the reporting to HQ USAF/JACI, as required by AFM 110-7, *Joint Manual for Civil Affairs*.

1.12.8. RIK administrators will review agreements annually with their foreign counterparts to determine that agreements are current and still required. This review may be scheduled to coincide with a reconciliation meeting. Certification that review was accomplished will be transmitted by letter to SA-ALC/SF. Revisions, if any, will also be transmitted to SA-ALC/SF.

1.13. Fuels Management Improvement Work Group (FMIWG):

1.13.1. This group is established to review, evaluate, establish, and implement procedures for the management of bulk petroleum fuels to include item and financial accounting and reporting. Work group meetings will be scheduled on a semiannual or as required basis at the discretion of the chairman and upon recommendations from the core membership.

1.13.2. Core membership on the work group will consist of at least one representative from each of the following organizations:

1.13.2.1. HQ USAF/ILSP (Chairman).

1.13.2.2. SA-ALC/SFR.

1.13.2.3. SAF/FMGR/FMBO.

1.13.2.4. DFAS-DE/ANBL and AFAFC/CWC.

1.13.2.5. DFAS-SA/AQR and OL-AE MSC/SAA.

1.13.2.6. 366 TRS/TSIF, Sheppard AFB, TX.

1.13.2.7. Each MAJCOM Fuels Management Office.

1.13.2.8. Each MAJCOM Director of Accounting and Finance Materiel Accounting Area.

1.13.2.9. AFRC/LGSF and AFRC/ACFA.

1.13.2.10. ANGRC/LG/FM.

1.13.2.11. DESC/OP.

1.13.3. Conference locations will normally be rotated among the CONUS MAJCOMs at a base designated by the host command. However, when agenda items require attendance of a large number of personnel from SSG, SA-ALC, or DFAS, the chairman will designate the conference location accordingly. Host responsibilities will include scheduling and billeting arrangements and preparation of the agenda. Minutes will be prepared and distributed by the chairman.

1.13.4. Objectives of the work group are to assure that fuels management data systems provide:

1.13.4.1. A flexible and responsive data system capable of supporting customer requirements, including wartime support posture, capabilities, and analysis.

1.13.4.2. Compliance with GAO, Treasury Department, DoD, and AF Comptroller regulations and public laws regarding reimbursement and control of obligations and funds.

1.13.4.3. Fuels division, AF stock fund management reports as required for higher level management.

1.13.4.4. Satisfactory compliance with the provisions of DoD 4000.25-M, *Administration of Military Standard Logistics Systems*.

1.13.4.5. Compatibility in inter-service agency data communications for petroleum management.

1.13.4.6. The FMIWG can be used to satisfy the requirements of the Fuels Automated Management System Functional Review Board.

1.14. Unused.

1.15. Unused.

1.16. Unused.

1.17. Unused.

1.18. Unused.

1.19. Unused.

SECTION 1B-- REQUIREMENTS AND DISTRIBUTION.

1.20. Authorized Inventory Levels for Air Force Bulk Fuels. Authorized inventory levels are published in the Inventory Management Program (IMP).

1.21. HQ USAF Responsibilities.

1.21.1. Prepare and publish the USAF War and Mobilization Plan (WMP).

1.21.2. Review and approve the Wartime Aircraft Activities (WAA) report and changes thereto.

1.21.3. Validate MAJCOM generated Wartime Fuel Requirements.

1.22. Command Responsibilities.

1.22.1. Develop bulk fuel requirements according to AFRD 25-1, *War Reserve Materiel*, and WMP-1.

1.22.2. Identify bulk petroleum war reserve requirement (BPWRR) by assigning pre-positioning codes for each line of activity identified in the USAF WMP-4. Prepositioning codes and their applications are found in the WMP-4, volume I, part one, chapter 14.

1.22.3. Prepare and report BPWRR/Max-1 day.

1.22.3.1. Aviation Fuel: Use Fuels Requirements Assessment tool to determine requirements.

1.22.3.2. Ground Fuels: Use procedures prescribed in paragraph 1.23.

1.22.4. Initiate all necessary actions for logistics support for its activities at non-USAF airfields in the CONUS and overseas.

1.22.5. Functions as the service control point (focal point) for all command submissions to the inventory management plan (IMP) published by Defense Energy Support Center (DESC).

1.22.6. Prepare DD Forms 1887, **Prepositioned War Reserve Requirements for Terminal Storage**, (RCS: DLA(A)1887 DESC). This will be accomplished each year according to Chapter 11, DoDM 4140.25, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*.

1.22.7. Compute ground fuel maximum authorized requirements for their bases using the following guidelines:

1.22.7.1. Obtain the previous physical year consumption for each base by product.

1.22.7.2. Divide the consumption by 42 to convert to barrels (BBLs).

1.22.7.3. Divide the consumption BBLs by 360 then multiply by 5 in CONUS and 15 elsewhere to compute safety level.

1.22.7.4. Add the safety level to the standard delivery conveyance economic resupply quantity (ERQ) in BBLs to compute the peacetime operating stock (POS).

1.22.7.5. Multiply the BPWRR, as published in the IMP, by 85 percent and add it to your total unusables to compute inviolate/minimum level.

1.22.7.6. Add the POS to the inviolate/minimum level to compute the maximum authorized level. **NOTE:** If POS plus inviolate is more than the base's maximum capacity then a full tank policy may be used for that product. If BPWRR is too low and capacities are large, the MAJCOM may establish an authorized working ullage with the base to add to the maximum authorized inventory on a case-by-case basis. Levels calculated with an authorized working ullage must be forwarded to SA-ALC/SFRF for approval.

1.22.7.7. Compare the computed safety level with the prior year. If computed level is at variance by a plus or minus 10 percent, provide notification to SA-ALC/SFRF.

1.22.8. Respond to reports of excess PSO/BPWRs product in the following manner:

1.22.8.1. In coordination with the applicable Defense Energy Region (DER), screen PSO and BPWRs bulk petroleum requirements at nearby AF installations and determine if it is economically feasible to redistribute the excess product.

1.22.8.2. When it is determined that excess fuel can be used at another Air Force base or Defense Energy Supply Point (DESP), the Base Fuels Management Office (BFMO) at the storing base will transfer the fuel as follows:

1.22.8.2.1. Fuels accounting will prepare documentation according to AFM 67-413V1, *FAMS: D002P/GF, End User Manual*, section 17 and DoDM 4140.25, volume II, Chapter 10, paragraph J.

1.22.8.2.2. The bulk storage attendant will provide shipping quantity to fuels accounting according to paragraph 1.67. of this manual.

1.22.8.2.3. MAJCOMs will request DERs to arrange transportation for product to be redistributed. Transportation costs will be paid by the shipping base for Air Force owned fuel only.

1.22.9. Coordinate all requests to convert or remove tankage from service with HQ USAF/ILSP.

1.23. Ground Fuel BPWRR and Maximum Inventory.

1.23.1. Not all bases have a war mission; therefore, the need to compute ground fuel BPWRR will be limited to specific locations. Using commands will determine CONUS and overseas bases having a war mission.

1.23.2. Upon determining those bases requiring a BPWRR, using commands will:

1.23.2.1. Assure that major users (transportation, civil engineers, maintenance (AGE), etc.) participate in

development, validation, and coordination of BPWRR computation to ensure all critical wartime factors are considered.

1.23.2.2. Determine the daily demand rate (DDR) by using the most recent 12-month issue experience for seasonal items such as heating fuels, use a DDR computed for an average of the highest 90-day consumption period. A longer baseline period may be used, when appropriate.

1.23.2.3. Multiply the peacetime DDR by the days of prestockage authorized in WMP-1, Annex E.

1.23.2.4. Using the current time phased force deployment list (TPFDL), determine the percent of projected increase or decrease to peacetime personnel strength for the presumed stockage period. Multiply this projected percentage by the quantity derived and add or subtract, as appropriate, to determine quantities for personnel increases or decreases.

1.23.2.5. Compare the results to the base consumption rate. For example, if the computed quantity exceeds the rate of housing, heating, or other equipment to consume the fuel during that period, decrease the computed BPWRR to equal the consumption rate.

1.24. BPWRS Relocation Policy. In addition to requirements of DoDM 4140.25, volume II, Chapter 11, any notifications of inviolate penetrations or changes to maximum stock level will be sent to MAJCOM.

1.25. CONUS Requirements--Aviation Fuels.

1.25.1. Aviation fuel procurement requirements for CONUS locations are developed by MAJCOMs using DESC worksheets based on AF programming documents, past experience factors, and adjusted program changes. MAJCOMs will submit requirements to DESC. Accurate quantities and receipt modes must be reported. DESC compares the requirements to the Bulk Petroleum Storage Facilities Report (RCS: DD-P&L (A)506) primarily to review receipt mode capability. The requirement states capability to receive fuel quantity; for example, 100% by pipeline or 20 percent of the total quantity by tank truck. The 506 report shows only the types of receipt capability. Each is true, but the requirement reflects a routine peacetime capability. As a result, DESC may choose what is reflected in the 506 report, because it is less costly and/or complies with other procurement policies. In base fuels operations, changing receipt modes from one contract period to the next, such as pipeline to tank truck, creates a potential for manpower shortages. To avoid such problems, it is vital the 506 report contains complete justification why a specific receipt mode is necessary. It is important to explain peacetime (routine) operational capability versus an all out contingency effort. Command fuels offices should submit requirements according to DoDM 4140.25, Vol V.

1.25.2. The command fuels office is responsible for notifying DESC of any conversion or movements of aircraft located at the various bases which do not conform to the AF operations program. The command fuels office will inform DESC of any aviation fuel requirements that will be generated as a result of a base being activated. This notification should be in sufficient time to receive proper and efficient logistical support from DESC. When a base is activated, the initial aviation fuel requirements will be forwarded by letter to DESC. Reporting of the initial requirements will include information on projected 12-month requirements, complete shipping address, type of receiving facilities available, and the established base fuels stock record account number.

1.25.3. Aviation fuel for special purposes.

1.25.3.1. Aviation fuel requirements for exercises will be forwarded to SA-ALC/SFR in advance of the required date by the MAJCOM in charge of the operation. Notification should contain locations, grades of fuel required by quantity and date, and duration of operation. Other pertinent information on storage availability, local supply sources, rail facilities, recommended carrier, and shipping address will also be submitted.

1.25.3.2. When these extra requirements are desired at an AF operating base, the BFMO at such base will also be advised in advance of the requirement.

1.25.4. Requirements Validation.

1.25.4.1. The BFMO will perform a quarterly review of requirements versus receipts. Any base that is receiving significantly (5%) more or less fuel than the annual requirement would indicate must report to the MAJCOM.

1.25.4.2. The MAJCOM fuels office, in coordination with the base fuels management officer (FMO), will inform DESC by message of any request for increase or decrease in requirements along with an explanation or justification where applicable. If a requirement is to be canceled entirely, the amount, if any, that has been received, must be verified and reported.

1.26. Worldwide Requirements--Ground Fuels (Automotive, Diesel, Fuel Oils, and Kerosene).

1.26.1. For all Purchase Programs, SA-ALC/SFR will provide each MAJCOM fuels office with DESC's computer worksheet reflecting the most current submission. Upon receipt, the MAJCOM fuels office will distribute the worksheets to the using activities for updates and/or corrections. Upon completion, the computer worksheets will be sent to SA-ALC/SFR for review and submission to DESC. Any out of cycle requirements may be submitted by message or e-mail directly to DESC as long as the following format exists:

1.26.1.1. Delivery period.

1.26.1.2. National stock number (NSN).

1.26.1.3. Nomenclature.

1.26.1.4. Item number.

1.26.1.5. Activity.

1.26.1.6. Shipping address.

1.26.1.7. Delivery method.

1.26.1.8. Requirement (US Gallons).

1.26.2. MAJCOM fuels office will send computer worksheets directly to using activities in ample time to meet submission suspense dates. Worksheets are structured in the same format as contained in contract bulletins or contracts. They must be updated along with any additional information required by the cover letter forwarding the worksheets. Requirements for new locations, if any, may be added to the worksheet in the same format. Changes required after annual submissions will be forwarded by message or letter through the MAJCOM fuels office.

1.26.3. At some locations, units are required to submit requirements to other services. For example, within the Federal Republic of Germany, the US Army is responsible for theater support of certain ground products. In these areas the MAJCOM will provide instructions for submitting requirements.

1.26.4. The following factors must be considered when requirements are computed.

1.26.4.1. Past Consumption Trends. Mission changes: Aircraft, exercises, facility modification, fuel grade changes, personnel, support equipment, vehicles, and work load.

1.26.4.2. Base activities that must be contacted for accurate requirement projections include civil engineers, logistics, maintenance, operations, transportation, and all tenant and satellite organizations. Base procurement

should be contacted to verify fuels purchased locally during periods of pending contractual coverage or lack of contract coverage during the prior year.

1.26.4.3. Do not increase requirements to cover unknown factors. (Contracts allow for limited overlifts.)

1.26.4.4. Annual requirements over 10,000 gallons (20,000 gallons in Hawaii, for overseas and USPS activities) will be submitted according to the schedule provided in attachments 1B-1 and 1B-3. Annual requirements of less than this amount should be purchased locally, where practical.

1.26.4.5. All grades of gasoline, diesel fuel, burner fuel, and kerosene will be procured under the latest revision to the individual specification.

1.26.4.6. Premium grade and super octane motor fuels are authorized only when the engine manufacturer's instructions indicate a requirement for this fuel.

1.26.4.7. Gasohol will be requested as an alternate product for unleaded gasoline when feasible. When gasohol is acceptable, indicate the estimated percent of use on public highways. Contracts will be awarded on the basis of least cost to the government.

1.26.4.8. Indicate appropriate type of kerosene.

1.26.4.8.1. 1-K--A special low sulfur grade kerosene suitable for use in non-flue connected kerosene burner appliances and for use in wick fed illuminating lamps.

1.26.4.8.2. 2-K--A regular grade kerosene suitable for use in flue connected burner appliances and for the use in wick fed illuminating lamps.

1.26.5. Each FMO and procurement office should receive a copy of the contract bulletin. This bulletin contains the terms of the contract and identifies the contractor for each item. The FMO should review the bulletin to ensure the entry for the activity is correct and brief appropriate personnel on the basic terms of the contract. When a requirement is covered by a DESC contract, fuel must be ordered from that contractor. Contractors nonperformance or deviations from the contract must be reported to the ordering office, usually the contracting and procurement officer. They will notify the DESC-PP/PL. Local purchases are authorized on an interim basis for items listed as pending in the contract bulletin.

1.26.6. The automatic fill/degree day system applies to bases which require 100,000 gallons or more of a single grade of fuel oil or diesel fuel to be delivered to many small tanks. With automatic fill, the contractor shall establish and maintain a delivery schedule which will assure that the level of fuel in each tank at all times is never less than 30 percent of tank capacity. The degree day system is similar to automatic fill except, during the heating season (1 October through 31 March), the contractor must have a predetermined number of trucks dedicated to fill only that requirement. The number of trucks should be specified on the computer worksheet. When using either system, the ordering officer must give the contractor:

1.26.6.1. A map or other written information indicating the location and capacity of each receiving tank.

1.26.6.2. A record of deliveries to each tank during the previous year.

1.26.6.3. A description of any restricted areas and special procedures to be followed, if any.

1.26.6.4. Access to the tanks between 0700 and 1900 hours, Monday through Friday, unless otherwise noted on the computer worksheet.

1.26.7. The standard delivery methods are:

1.26.7.1. Tankwagon (TW). Used for single deliveries of 5,200 gallons or less, multiple drops, degree-day, and automatic fill deliveries. A minimum of 100 feet of hose with pump and meter are standard equipment.

1.26.7.2. Transport truck (TT). Generally 6,500-gallon capacity or greater with a minimum of 15 feet of hose. May be used when access to the storage tank by a large delivery vehicle is not a problem. Specify multiple drop if delivery is required into more than one tank. DESC contractors are not required to deliver less than a full load.

1.26.7.3. Truck with trailer (TTR). Quantity will be dependent on the size of the delivery vehicle utilized. Some states prohibit the use of this equipment. DESC contractors are not required to deliver less than a full load.

1.26.7.4. Tank car (TC). Single deliveries must be full car loads. Activity must have rail siding and an off-loading capability for transporting the fuel from tank car to storage tank.

1.26.7.5. Pipeline (PL). Activity can receive from pipeline directly into their storage tank.

1.26.7.6. Barge (B). Water transportation. Activity must have sea line/pier off-loading connection for transporting fuel to storage tank.

1.26.8. Delivery hours. A supplier is expected to make deliveries on the day specified in the delivery order during normal working hours of the activity unless otherwise authorized by the receiving activity. For degree-day and automatic fill items, the contractor will be permitted access between the hours of 0700 and 1900, Monday through Friday. If these hours must be adjusted, provide that information on the computer worksheet. Any change from normal delivery hours after a contract has been awarded requires renegotiation between DESC and the contractor.

1.26.9. Standby requirements will be placed to cover military contingencies when normal operations are interrupted. Comments on the computer worksheet or other media should include:

1.26.9.1. Purpose of the standby requirement, that is, for use of emergency generators.

1.26.9.2. Actual quantity required for standby. Number and size of storage tanks into which product will be delivered.

1.26.9.3. Amount of fuel in tank.

1.26.10. When escorts are required, delivery vehicles must be met promptly to avoid unnecessary delays. The requirements for escorts must be stated on the computer worksheets or other media.

1.26.11. Contractor-owned tanks may be required when tankage is not available. Contractor-furnished tanks can be provided as part of a product contract. Tank specification should be included on the computer worksheet or other media. Contractor-furnished tanks are transported to the site by the contractor and installed by the AF activity. Tanks must be released within 15 days following the end of the contract period. The contractor is responsible for removing the tanks from the site when contract obligations are terminated.

1.26.12. Extra equipment or extra work performed by the contractor generally increases the cost of fuel. Some of these extras include pumps, meters, extra long hoses and duplicate delivery tickets. These requests should be limited to those essential to the mission.

1.26.13. Requirements Validation--Ground Fuels.

1.26.13.1. The BFMO will perform a quarterly review of requirements versus receipts. Any base which appears to be receiving significantly (5%) more or less than the annual requirements indicates must report results to the MAJCOM.

1.26.13.2. The MAJCOM fuels office, in coordination with the base FMO, will inform DESC by message of any request for change in requirements along with explanation or justification where applicable. All changes must be submitted to DESC in a timely manner. Increases and decreases submitted must show the amount of product remaining on the contract. In cases of increases, a valid effort should be made to give an anticipated date of the first delivery and the reason for increase. In some cases be prepared to submit a mission impact statement. If a requirement is to be canceled entirely, the amount, if any, that has been received must be verified and reported.

1.27. Overseas Requirements--Bulk Fuels.

1.27.1. DESC will forward computer worksheets to applicable MAJCOM fuels office. The MAJCOM will forward to the applicable FMO to ensure below submission schedules are met. FMOs in overseas areas will submit new requirements for bulk aviation fuel and bulk ground fuel to the appropriate MAJCOM fuels office. Purchase program numbers, schedules for submission and applicable command fuels requirements may be submitted by message or e-mail as long as the following format exists:

1.27.1.1. Delivery period.

1.27.1.2. NSN.

1.27.1.3. Nomenclature.

1.27.1.4. Item number.

1.27.1.5. Activity.

1.27.1.6. Shipping address.

1.27.1.7. Delivery method.

1.27.1.8. Requirement (US Gallons).

1.27.2. Responsible commands will consolidate requirements and submit according to the schedules provided by attachments 1B-2 and 1B-3. Negative reports are required. Copies will be submitted as follows:

1.27.2.1. Applicable Joint Petroleum Office (JPO) or DESC overseas regional office (if requested)--One copy.

1.27.2.2. File--One copy.

1.27.3. Procurement requirements will be submitted for those bulk fuel items as follows:

1.27.3.1. Do not intermingle requirements for different purchase programs.

1.27.3.2. Do not intermingle aviation fuel items with ground fuel items.

1.27.3.3. Identify those quantities for Army and Navy activities.

1.27.4. Separate listing of storage locations required. A consecutively numbered listing of DESP locations operated within the geographical areas must accompany worksheet, message or e-mail and be prepared as follows:

1.27.4.1. If an activity must be supplied from a DESP location, immediately after the name of the activity include the letter "T" and the Department of Defense Activity Address Code (DODAAC) (DoDM 4000.25-6) assigned to the DESP location through which deliveries can be affected.

1.27.4.2. If an activity must be supplied direct from the procurement source, immediately after the name of the activity include the letter "D."

1.27.4.3. If an activity can accept delivery from a production source and a DESP source, include both the "D" and "T" coding.

1.27.4.4. If an AF activity can be supplied more economically or feasibly by an activity of another military department than by either a DESP or production source, immediately following the name of the AF activity, include the name of the activity of the military department.

1.27.5. Monthly slated requisitions for bulk petroleum items in overseas areas will be submitted by the MAJCOM concerned and by the applicable JPO. The JPO consolidates and forwards the monthly requirements of all services within their area of responsibility to DESC according to the slating procedure established by that agency (DoDM 4140.25).

1.27.6. When bulk petroleum items are required to support special exercises, each participating activity having a requirement will determine the quantity needed by location and date. These requirements will be forwarded to the responsible command fuels office. The responsible command fuels office will consolidate all requirements to support the exercises and forward them for supply action as follows:

1.27.6.1. Requirements for slated items to the JPO.

1.27.6.2. Requirements for new locations, new contract items, and increases for contract items currently covered to SA-ALC/SFR 90 days in advance of the required date. An information copy may be furnished to the JPO.

1.27.7. In overseas areas where another service has the support responsibility, requirements will be submitted by the AF base or MAJCOM as requested by the supporting service. This submission will be coordinated with SA-ALC/SFR.

1.28. Aircraft Engine Lubricating Oil.

1.28.1. Turbine engine oil may be stocked in bulk for special non-flying purposes. Submit annual requirement by letter or message through the MAJCOM to reach DESC by 1 January for delivery period 1 October through 30 September.

1.28.2. Reciprocating engine oil will no longer be stocked as a bulk item.

1.28.3. Packaged aircraft engine lubricating oils are financed through the general support division, AF stock fund, and will be requisitioned and stored by the supply management officer (FB account). BFMOs which require drummed oil for decanting into bulk oil servicing units will acquire drummed oil from the supply management officer.

1.29. Ordering and Requisitioning Ground Fuels.

1.29.1. In the CONUS, bulk ground fuels will be ordered from contracts according to applicable contract bulletins. Actions regarding nonperformance by contractors delivering ground products will be reported by ordering officers according to clause 10(b) of the published contract bulletin with information copies provided to SA-ALC/SFR, as well as appropriate activities designated in clause 3e(i) and (ii) of the same bulletin. In overseas theaters, bulk ground fuels will be ordered from contractors according to applicable contracts and theater regulations.

1.29.2. The BFMO will requisition bulk ground fuels through base procurement. The BFMO will submit estimated periodic requirements (that is, monthly, quarterly), by NSN in writing (if required) to base procurement for all contract items.

1.30. Spot Buy Purchase (Ground Fuels).

1.30.1. The Spot Buy Purchase (SBP) will afford interim coverage for items listed as pending in contract award bulletins, late or additional requirements, and default items. When an SBP is necessary, the below listed data will be phoned in to the MAJCOM fuels office. This must be accomplished at least 5 working days prior to the date of the first requested delivery and followed up with a message.

1.30.1.1. Reason for request.

1.30.1.2. Purchase program number.

1.30.1.3. Item number.

1.30.1.4. Delivery location (directions).

1.30.1.5. Method of delivery.

1.30.1.6. Product (with exceptions, for example, if local environmental requirements dictate a particular specification, such as low sulfur, etc.).

1.30.1.7. Quantity.

1.30.1.8. Delivery date and/or schedule if quantity exceeds available tankage.

1.30.1.9. Delivery point of contact (POC).

1.30.1.10. POC DSN and commercial phone numbers.

1.30.1.11. Ordering office address.

1.30.1.12. Paying office address.

1.30.1.13. Fund cite.

1.30.1.14. Fund code.

1.30.1.15. Signal code.

1.30.1.16. Requisition number (if quantity is over \$25,000, more than one number may be necessary).

1.30.1.17. Suggested sources: (company name, address, contact, and phone number).

1.30.2. MAJCOM will coordinate the request with DESC-OID for processing to procurement. When the contract is awarded (usually within 24 hours), the appropriate contract information will be phoned to the MAJCOM or base for processing. Additionally, at this point, DESC procurement will mail the DD Form 1155, **Order for Supplies or Services**, to the paying and ordering offices to facilitate payment to the contractor. No payment to the contractor can occur unless a DD Form 1155 accompanies the payment document.

1.30.3. Normal receipt processing procedures will be used as outlined in AFM 67-413V1. The routing identifier will be "JBP."

1.31. Validation of Due-In Detail Records.

1.31.1. Local procedures must be established to ensure that product procurement expenses are not overstated in financial records of the stock fund. This occurs when receipt processing does not cancel the appropriate due-in record in the computer. This condition can normally be prevented by ensuring that the final receipt is identified with a final receipt flag (see AFM 67-413V1 for procedures). When this condition occurs for some reason other than failure to properly code a final receipt, the BFMO may not be aware that it exists.

1.31.2. The BFMO must establish procedures to verify that stock fund financial records do not contain invalid

due-in records.

1.31.3. For Defense Logistics Agency (DLA) owned product, the BFMO will ensure that there are no outstanding requisitions (1PR) or receipts (1RP) at the end of every month. DLA owned product must carry a “zero” inventory balance at all times.

1.32. Aviation Fuel Servicing Contracts. Conditions may exist where it is advantageous to have government owned aviation fuel serviced by a contractor. Since this constitutes a procurement of services and not a procurement of product, AF stock funds cannot be used to fund the contract. Such contracts will therefore be negotiated and funded by the requiring AF or ANG activity upon approval of the MAJCOM or National Guard Bureau. MAJCOMs will obtain the concurrence of HQ USAF/ILSP prior to authorizing AF bases to enter into refueling service contracts.

1.33. Aviation Fuel Into-Plane Contracts. Aviation fuel into-plane contracts are negotiated by DESC on behalf of the Air Force (or other service) when requirements for refueling at non-government locations are large enough to make the contract economically advantageous. Air Force requirements or recommendations for into-plane contracts are furnished to DESC by SA-ALC/SFR.

1.34. Local Purchase (LP) Authority.

1.34.1. Purchases not in excess of \$25,000.00 LP of bulk fuels is authorized where the aggregate amount of any single line item does not exceed \$25,000.00 and no DESC contract exists or is desired. Requirements totaling more than \$25,000.00 during the applicable contract period are not to be divided in order to allow more than one purchase of less than \$25,000.00.

1.34.2. Emergency purchases in excess of \$25,000.00 LP of an emergency requirement in excess of \$25,000.00 is authorized. However, prior approval of SA-ALC/SFR should be obtained, if possible. If time and circumstances will not permit prior approval, a copy of each resulting contract will be furnished to SA-ALC/SFR.

1.34.3. Specific products where annual bulk requirement is less than 10,000 gallons (20,000 gallons Overseas and Hawaii). All AF activities within CONUS are authorized to LP any of the following products whenever the annual bulk requirement for the individual line item does not exceed 10,000 gallons (20,000 gallons Overseas and Hawaii):

1.34.3.1. Gasoline, automotive.

1.34.3.2. Fuel oil, burner.

1.34.3.3. Diesel fuel. (For radar bomb scoring trains, LP is authorized for up to 12,000 gallons.)

1.34.3.4. Kerosene.

1.34.3.5. Other items specified in chapter 2, DoDM 4140.25. This authority does not apply where such requirements have been submitted to SA-ALC/SFR and are covered by DESC contracts.

1.34.4. The BFMO will process LP requisitions according to AFM 67-413V1.

1.34.5. Local Purchase Status (LPS) will be processed by contracting. This should be transparent to the BFMO accountant. However, if LPS status is not available when you are ready to process the fuels receipt all questions should be forwarded to contracting.

1.35. Drummed Fuel Requirements. Requirements for fuel items in 55-gallon drums will normally be requisitioned to be supplied in 18-gauge drums. In areas where other services have interservice supply support

responsibility and stock only 16-gauge drums, AF activities are authorized to requisition the 16-gauge drums.

1.36. Disposition of Used Drums. Drums authorized for return to a contractor will be returned according to DoDM 4140.25, volume II. Drums not authorized for return to a contractor and drums not needed locally shall be transferred to a Defense Reutilization and Marketing Office (DRMO). Drums will be transferred according to chapter 15, section E, AFMAN23-110V2PT2, *USAF Standard Base Supply System*.

1.37. Purchases by AF Form 15, United States Air Force Invoice; AF Form 315, United States Air Force Avfuels Invoice; or Credit Cards.

1.37.1. Purchases of aviation (AF Form 315) and ground fuel (AF Form 15) items will be financed by the fuels division, AF stock fund monies.

1.37.2. Credit cards, AF Forms 15, and AF Forms 315 will not be used to circumvent the provisions of paragraph 1.26.4. or the limitations established by paragraph 1.34. Neither will credit cards be used to purchase ground fuels for other than TID "1" (vehicle) use.

1.38. Alaska Remote Re-Supply.

1.38.1. Petroleum products delivered by Project Cool Barge to AF locations (AF or contractor operated) within Alaska will be considered DESC owned until time of discharge to a using customer. Defense Energy Region, Alaska (DEO-A) acts as contract administrator as well as ordering agency for petroleum products delivered by Alaska Remote Re-Supply. HQ 11 AF/LGSF will function as coordinator between AF locations and DEO-A in matters pertinent to the Alaska Remote Re-Supply.

1.38.2. All deliveries to AF locations require Standard Base Supply System (SBSS) requisition processing to establish a due-in and to obligate fuel for scheduled delivery. Following the final Alaska Remote Re-Supply planning conference, 11 AF/LGSF will process SBSS requisition (1PR) for all locations. To fulfill funding requirements, requisition numbers for uncapitalized locations must be provided to DEO-A no later than 15 November, annually. Quantities requisitioned will reflect the maximum quantity scheduled for delivery.

1.38.2.1. Individual requisitions must be processed by product grade and quantity for each delivery location.

1.38.2.2. The terminal requisition format (S9F) provided in AFM 67-413V1 will be used for the 1PR input. The RDO number and DODAAC "UCWPCB" will be processed for capitalized fuel at King Salmon and Eareckson. Process the DODAAC assigned to the delivery point to create the requisition for uncapitalized fuel. Locations which do not possess an FP DODAAC will use the processing base FP DODAAC to create the requisition number.

1.38.2.3. SBSS produced DD Forms 1348-1A, **Issue Release/Receipt Document**, resulting from 1PR processing will be distributed as follows:

1.38.2.3.1. Original and one copy to DEO-A.

1.38.2.3.2. Remaining copies to the Accounting Section activity receiving fuel reflected by DODAAC.

1.38.3. Following the fuel discharge at destination, receipt processing (1RP) will be accomplished using the format provided in AFM 67-413V1 as follows:

1.38.3.1. 11 AF/LGSF will process receipts for all remote locations using one requisition number with sequential alphabetical suffix codes.

1.38.3.2. Quantity received will be the actual quantity processed.

1.38.3.3. For ground fuel receipts, four copies of each receiving document (DD Form 250-1, **Tanker/Barge Material Inspection and Receiving Report**) will be forwarded to DESC-CDX, within two workdays of receipt. Forwarding of receipt documents will be accomplished by 11 AF/LGSF.

1.38.4. Emergency requisitions will be managed by 11 AF/LGSF on a case-by-case basis.

1.39. Procedures for Aviation Fuel Support of Special Exercises.

1.39.1. Occasionally large-scale exercises are programmed for foreign locations on short notice and large volumes of fuel are required from either a commercial or military source in-country. This paragraph provides procedures to be used when this occurs and fuel costs are authorized to be paid by the fuels division, AF stock fund. These procedures are to be used only in countries or in specified operational areas where all of the following conditions exist:

1.39.1.1. There are no US DoD installations that issue aviation fuel.

1.39.1.2. There are no DoD or Canadian Department of National Defense into-plane refueling contracts.

1.39.1.3. There are no RIK agreements for aviation fuel support between the DoD and the foreign country.

1.39.1.4. There are no other reciprocal support agreements or procedures, such as STANAG 3113.

1.39.2. These procedures will not be used to avoid normal AF Form 315 payment procedures under other circumstances.

1.39.3. Upon notification of an exercise, the organization responsible for logistic support will attempt to obtain into-plane contract coverage through SA-ALC/SFR, when time permits. If there is insufficient procurement lead-time, the organization will send a message to the applicable overseas (USAFE or PACAF) fuels management office and director of accounting and finance.

1.39.3.1. Unclassified exercise name.

1.39.3.2. Exercise transit locations.

1.39.3.3. Aircraft data, including possessing command, home station, and number of aircraft by mission, design, and series.

1.39.4. The command fuels office responsible for logistic support will appoint a host unit responsible for reporting all fuels transactions.

1.39.5. Fuel payments will be made with a fund cite furnished by SA-ALC/SFR. Coordinate the fund cite with MAJCOM and SA-ALC/SFR.

1.39.6. All receipts will be processed as Local Purchase RIC JBP.

1.39.7. Process transactions in accordance with para 1.102. except that DFAMS transactions will NOT be processed without prior coordination. DFAMS transactions are not processed because we are using the Air Force Stock Fund and not DESC funds to purchase the aviation fuel.

SBSS	Process	Remarks
1PR	X	Creates due-in detail.
1RP	X	Creates inventory. Final 1RP cancels out Due-In detail created by the 1PR.

1DF	X	Process only when necessary.
1RF	X	Refuels will decrease inventory from 1RP transactions.
1SP		
1RL/1RM	X	Process only with MAJCOM and SA-ALC/SFRF concurrence.
FAMS-A ENTERPRISE		
1RF	X	Bills flying organization.
1DF	X	Credits flying organization

1.40. Aviation Fuel Support for Air Force One (AF-1) and Support Aircraft.

1.40.1. AF-1 is any aircraft on which the President of the United States is a passenger. JP-8 is the primary fuel for use in these aircraft. If JP-8 is not available, alternate fuels (commercial Jet A-1, commercial Jet A, and JP-5) may be used. Whenever AF-1 is to be serviced, tests listed in attachment 1B-5 must be conducted on representative samples taken down stream of the final filtration (filter separator) from refueling units or hydrant operating tanks prior to issuing fuel to AF-1. Those tests within the capability of the base fuel laboratory should be performed on base. Testing beyond the capability of the base laboratory should be performed at the area laboratory. If time does not permit testing at the area laboratory, contact the Defense Energy Region (DER) Quality Manager for guidance in contacting a local laboratory for testing on a service contract basis. Tests performed on service testing contracts or at any other acceptable commercial laboratory shall be under the direct supervision of a Defense Logistics Agency fuels certified quality assurance representative. Billing documents for the fuel testing and a copy of the laboratory analysis report shall be sent to: SA-ALC/SFR/SFTH, 1014 Billy Mitchell Blvd, Ste 1, Kelly AFB, Texas, 78241-5603. **NOTE:** The above procedures apply only to AF-1 and/or the spare for AF-1, if requested by the President's advance team. Support aircraft with AF-1 will be serviced the same as any other transient aircraft.

1.40.2. Acquisition of fuel for AF-1 aircraft support will be as follows:

1.40.2.1. A BFMO may be called upon to refuel AF-1 either at the base or at a nearby airport. Upon receipt of such a request, the BFMO will determine, in the order indicated in paragraph 1.40.1., which of the acceptable jet fuels can be furnished. Grade JP-5 is used by naval air stations. Commercial Jet A-1 is similar to commercial Jet A, but availability is limited primarily to overseas locations.

1.40.2.2. BFMOs may coordinate directly with other DoD facilities to obtain JP-5 or other needed types of fuel. The receiving bases will process DFAMS transactions according to DoDM 4140.25, volume II, and volume V for receipt of the fuel. Normal issue/receipt procedures will be followed according to AFM 67-413V1.

1.40.2.3. When it is necessary to purchase the required fuel on the open market, the BFMO will follow the procedures in AFM 67-413V1. Fund citation for local payment is 97X4930.FC01 61 (OPLOC ADSN).-Fuels Division, Air Force Stock Fund.

1.40.2.4. Some product will probably remain after refueling has been accomplished. It is, therefore, desirable to purchase the product with a provision that the unused quantity may be returned for credit. If it is not practical to return the remaining quantities, either commercial jet or JP-5 may be blended into existing Air Force stocks according to MIL-HDBK 200 and DoDM 4140.25, volume II.

1.40.2.5. The required jet fuel may be purchased free on board (FOB) from the contractor's plant, using government-owned or furnished equipment to transport the product to the base. Requirements for government furnished transportation to the base from either another DoD base or commercial contractor will be referred to the applicable DER for action.

1.40.3. When refueling units are converted to JP-5 or commercial jet fuel service, refer to T.O. 42B-1-1, table 3-1 for the appropriate guidance.

1.40.4. When the type of turbine fuel to be serviced is different from the type in the aircraft tanks, the fuel should be serviced at half the normal delivery rate to minimize hazards of static electricity. Kerosene fuels such as Jet A, Jet A-1, JP-8 and JP-5 are classified as the same type. A different type would be wide cut fuel such as Jet-B.

1.40.5. Supplies of aviation fuel for use in AF-1 will be sealed and secured according to AFI 31-101, Volume 1, *The Air Force Physical Security Program*.

1.41. Unused.

1.42. Unused.

1.43. Unused.

1.44. Unused.

1.45. Unused.

SECTION 1C-- RECEIVING.

1.46. AF Form 1231, Record of Receipts.

1.46.1. AF Form 1231 or DD Form 1348-7, **DoD MILSTPETS Single Line Item Requisition/Release/Receipt Document**, is used to record receipts of bulk fuels into storage tanks under control of the fuels management officer (FMO). AF Form 1231 is required only when the receipt is gauged and readings must be recorded. A before and after printout from ATG system will also satisfy these requirements. The form will be prepared by the bulk storage attendant to cover the 24-hour duty day (normally 2400-2400). For areas where receipt times exceed 24 hours, the AF Form 1231 will be closed out on the date of completion. Entries to be made are as follows:

1.46.1.1. **Column A, TANK NO.**--Enter the tank number(s) into which the shipment is to be unloaded. When a shipment is off-loaded into more than one storage tank, the receiving tank numbers will be bracketed together, as will the measurements in columns B and C. The gallonage conversions in column D will be the total quantity received.

1.46.1.2. **Column B, STICK/METER BEFORE**--Enter the measurement of the receiving tank or tanks taken before unloading is started. This measurement will be corrected to 60°F. Where meters are used, enter the beginning meter reading.

1.46.1.3. **Column C, STICK/METER AFTER**--Enter the measurement of the receiving tank or tanks after unloading is completed and settled. This measurement will be corrected to 60°F. Refer to DoDM 4140.25, volume II, chapter 5, appendix 2-5c for conversion procedures. Where meters are used, enter the ending meter reading.

1.46.1.4. **Column D, QUANTITY RECEIVED.**

1.46.1.4.1. For receipts by tank car and tank truck, gauges or other means. Shipping document will normally be accepted as received, provided the conditions of DoDM 4140.25, volume II, chapter 5, paragraph E are met. If these conditions are not met, enter the quantity received at 60°F as determined by gauging, weighing, or other means.

1.46.1.4.2. For receipts by tanker, barge, or pipeline, enter the quantity of fuel received at 60°F as determined by gauging *except*:

1.46.1.4.2.1. Where US Government (or NATO) written agreement or contract stipulates that quantity determination will be based on pipeline meters with corrections for temperature. Under this procedure, quantity determination will be based on meter readings with correction for temperature or direct meter readings when temperature compensating meters are used. Quantities received based on meter readings will be used for mechanized receipt documentation.

1.46.1.4.2.2. Where it has been determined and approved by DESC and HQ USAF that quantities discharged by tanker/barges can be more accurately measured by use of the delivery vessels gauges or other means.

1.46.1.5. **Column E, QUANTITY SHIPPED AT 60°F**--Enter the quantity shipped at 60°F as reflected on the shipping documents. For multiport discharge (barge) shipments, the quantity received at 60 degrees will be the same as the quantity shipped. For single port discharge (barge) shipments, the amount indicated on DD Form 250-1, **Tanker/Barge Material Inspection and Receiving Report**, will be the amount shipped.

1.46.1.6. **Column F, INTRANSIT GAIN/LOSS**--Enter gain determined by subtracting column E from column D. If column E is greater than column D, enter the difference in parenthesis. **NOTE:** Designate with an asterisk and include at the bottom or reverse of the form the amount of transfers which are included in columns D and E.

1.46.1.7. **Column G, CARRIER**--Enter the name of the carrier.

1.46.1.8. **Column H, CONTRACT NO. SHIPMENT NO.**--Enter the contract and shipment number.

1.46.1.9. **Column I, B/L OR MANIFEST NO.**--Enter the government bill of lading (GBL) or manifest serial numbers.

1.46.1.10. **Column J, TIME IN**--For tank truck deliveries enter arrival time of truck at delivery point--otherwise, leave blank. Or for pipeline or barge, enter time operation started.

1.46.1.11. **Column K, TIME OUT**--For tank truck deliveries, enter time of departure from delivery point--otherwise, leave blank. Or for pipeline or barge, enter time operation stopped.

1.46.1.12. **Column L, STORAGE ATTENDANT**--This column will be signed by the storage attendant accepting the fuel.

1.46.2. Shipments of Bulk. Fuels received from other DESPs will be accompanied by two copies of DD Form 1348-7. In certain instances, all of the information to be recorded on the AF Form 1231 may not be available. The applicable tank number will be entered in column A and the quantity of fuel shipped by the consigning DESP will be entered in columns D and E (without temperature adjustment). If columns G and I are applicable, the required information should be entered. In column H, enter the base from which the fuel was received.

1.46.3. The entries on the AF Form 1231 will be bracketed together to indicate the measurements which apply to a group of DD Forms 250/250-1/1348-7/1149 (DD Form 1149, **Requisition and Invoice/ Shipping Document**). The measurements before unloading and after unloading will be recorded in the proper columns. At the option of the local FMO, the "Signature of Approving Official" block may be left blank.

AFMAN23-110V1PT3

1.46.4. After the last entry for a 24-hour period has been made, the AF Form 1231 will be signed by the bulk storage supervisor and forwarded, together with all supporting DD Forms 250/250-1/1149/1348-7 and bills of lading, to the BFMO accounting section.

1.46.5. Entries in spaces provided for totals will be made by the BFMO accounting section.

1.46.6. When fuel is received in drums, the type of container will be entered on the receiving document and in blocks A and B, AF Form 1231. The quantity received will be the number of actual drums received. The receipt will be processed against the appropriate item record for that stock number and unit of issue. When drummed products are decanted for issue, an identity change must be processed as outlined in AFMAN23-110V2PT2, chapter 14.

1.47. Receipts of Shipments into Operating Tanks--Ground Fuels:

1.47.1. The BFMO is responsible for inspection of tank trucks and rail cars delivering fuel to on-base locations to assure that quality and quantity of fuel conform to requirements. AFI 23-204, *Organizational Fuel Tanks*, provides instructions for receiving fuel into organizational tanks. FMO responsibilities are limited to training tank custodians and delivery truck escorts, except as noted in paragraph 1.47.2. Tank custodians are responsible for being present during all delivery operations, securing tanks against pilferage, contamination, and draining water from tanks. When single drop deliveries are made, custodians will check vehicles to ensure all fuel has been delivered, sign issue documents, and return them to BFMO.

1.47.2. In some cases, such as multiple drop bulk deliveries, it may not be possible for tank custodians to be present during deliveries. In these instances, the wing commander will detail personnel to serve as petroleum transport vehicle escorts. The BFMO will train escorts in performing their duties. To avoid a conflict of interest BFMO personnel will not be assigned as escorts.

1.47.3. AFI 23-204 provides security measures for organization tanks.

1.48. Unused.

1.49. Unused.

1.50. Unused.

1.51. Unused.

1.52. Unused.

SECTION 1D-- AUTHORIZED ISSUES AND STANDARD PRICES.

1.53. Authorized Issues.

1.53.1. As used in these instructions, the term *issue* is interchangeable with the word *sale*. Issues fall into two categories:

1.53.1.1. Charge issues.

1.53.1.2. Issues for cash.

1.53.2. The issue of aviation fuels (part I, attachment 1D-l) may be made to the following as a standard procedure:

1.53.2.1. USAF aircraft, including aircraft of the Air National Guard and Air Force Reserves. Also including USAF aircraft on loan/bailment to contractor or as stated in a government-furnished contract.

- 1.53.2.2. Civil Air Patrol (CAP) aircraft on official CAP missions.
- 1.53.2.3. Aircraft donated or on loan to the Air Force museum or other DoD aircraft museum.
- 1.53.2.4. Other DoD aircraft.
- 1.53.2.5. Aircraft of other US or state and local government agencies when one of the following conditions exists.
 - 1.53.2.5.1. Support is provided through an interagency agreement/arrangement.
 - 1.53.2.5.2. An emergency exists (firefighting, air evacuation and rescue, or forced landing) or the aircraft is on official business.
 - 1.53.2.5.3. HQ USAF/ILSP grants an exception.
- 1.53.2.6. Foreign military aircraft.
- 1.53.2.7. NATO.
- 1.53.2.8. Contract, charter, and civil aircraft.
- 1.53.2.9. Morale, welfare, and recreation (MWR) aircraft (aero clubs) when:
 - 1.53.2.9.1. The product is currently being stocked by the base fuels management officer (BFMO) for mission support.
 - 1.53.2.9.2. The sale is not prohibited by a host- nation agreement.
 - 1.53.2.9.3. The sale does not interfere with mission support.
- 1.53.2.10. In an emergency (forced landing, weather, mechanical, etc.), any aircraft may be furnished enough fuel to permit it to reach commercial fueling services safely. Unless credit is authorized, sales will be for cash.
- 1.53.2.11. Contractors under contract to the Air Force. For example, a contractor may require a small amount of avfuel to test a new piece of equipment prior to turning it over to the Air Force.
- 1.53.3. The issue of ground fuels (part II, attachment 1D-1) may be made to the following as a standard procedure:
 - 1.53.3.1. DoD vehicles, utility plants, and other facilities and equipment. When fuel is issued directly by contractors or delivered by BFMOs on base to organization tanks, sales are authorized only when tanks have been established and are controlled according to AFI 23-201, *Fuels Management*, and AFI 23-204, *Organizational Fuel Tanks*.
 - 1.53.3.2. Certain MWR activities are authorized appropriation funded support (AFI 34-262, *Services Programs and Use Eligibility*). MWR activities that are not authorized fuel support without HQ USAF/ILSP approval are:
 - 1.53.3.2.1. Activities established primarily for recreation using motor vehicles, private watercraft, or other energy consuming equipment.
 - 1.53.3.2.2. Activities that engage in resale of fuel.
 - 1.53.3.2.3. Activities requiring fuel types, distribution, or other services not provided for without special arrangements. Fuel will not be sold unless it is stocked or procured for existing military requirements. Unused storage may be allocated to MWR activities provided all requirements for tank security in AFI 23-201 and AFI 23-204 are met. Any distribution or other services will be limited to BFMO discretion.

1.53.3.3. Air Force military or civilian personnel on TDY status who are authorized on orders to rent or lease a vehicle must obtain a government credit card from their home station base transportation office or obtain a method for reimbursement (AMEX, cash, etc.) for purchase of fuel at off-base locations. Manual issues may still need to be performed on DoD vehicles that do not have the capability to purchase fuel at an off-base location. At the option of the FMO, a vehicle identification link (VIL) may be set up for off-base federal government vehicles which frequently access the base service station in lieu of manual form preparation.

1.53.3.4. Foreign governments, international organizations, contractors performing services for the US Government, and non-DoD US Government agencies when authorized by the wing commander.

1.53.4. Cash sales of ground products to individuals are limited to overseas areas.

1.54. Standard Prices.

1.54.1. Standard pricing is to provide a uniform, equitable means of collecting funds from customers to recover the acquisition costs of the item, according to DoDM 4140.25, volume IV, chapter 12.

1.54.2. Each item financed under Air Force Working Capital Fund (AFWCF) will have three standard prices. One for DoD and Coast Guard customers, one for non-DoD customers and one for avfuel purchases at commercial locations.

1.54.3. Revised standard prices for bulk petroleum fuel items are received from DESC. This usually occurs ten days or less prior to the effective date. Consequently, the stock number user directory (SNUD) system cannot be used to disseminate revised standard prices. The procedures provided herein will be used in place of the SNUD system to disseminate standard prices for bulk petroleum fuel items.

1.54.4. Upon publication of standard price changes, SA-ALC/SFR will immediately transmit fuel standard prices and the effective date to command fuels offices by priority message. The message will refer to appropriate processing instructions in AFMAN 23-110V2PT2, chapter 27, and include a statement that backlog transactions must be processed prior to effecting the price change. The message will request the command fuels office to acknowledge receipt within one day of receipt by return message/telephone.

1.55. Determination of Prices to Charge.

1.55.1. Issues to Department of Defense components (including National Guard and Air Reserve) will be the standard price. Standard price will be based on the date the sale/credit was made. If a sale was conducted prior to the effective date of the standard price loaded in the Standard Base Supply System (SBSS), this price must be changed to reflect the price effective on sale date. The FAMS-A system maintains prices for more than one year and can determine the correct price based on the date contained in the sale/credit transaction.

1.55.2. Issues to foreign military aircraft, foreign state aircraft, security assistance (SA) program (grant aid) aircraft, or foreign military sales (FMS) aircraft, under the mutual security program, will be made on a credit basis unless advised otherwise by higher headquarters. These issues will be priced as follows:

1.55.2.1. Issues to foreign military and state aircraft will be made at the non-DoD standard price.

1.55.2.2. Issues to SA program (grant aid) will be made at the standard price, provided the acquisition cost does not exceed the standard price. In those cases where the US acquisition cost, including cost of product, cost of drums, cost of transportation, and cost of services is greater than the standard price, DoDR 7000-14V15, *Security Assistance Policy and Procedures, Volume 15*, requires the FMS price to provide for full recovery of all US costs. When this condition exists, the price reflected in the FMS case will be expressed in terms of the standard price plus a percentage to compensate for the difference between the standard price and the delivered

cost. When there are multiple locations to receive product, the FMS case will set forth the quantity for each location so that a single differential percentage by grade of product can be used for all locations.

1.55.3. A government-to-government agreement between Canada and the United States provides for accessorial charges for issues of USAF-owned aviation fuel to Canadian DND Forces at three percent. **NOTE:** Where special provisions have been made within a theater of operations, these conditions do not apply.

1.55.4. Issues to other government agencies, state, county, and municipal government aircraft/agencies, including the District of Columbia, will be made at the non-DoD standard price. Ground fuels will be sold to authorized DoD vehicles and organizational equipment (including authorized MWR activities) at the DoD standard price.

1.55.5. When authorized by the wing commander, sales to foreign governments, international organizations, contractors performing services for the US Government, and other non-DoD customers will be at the non-DoD standard price.

1.56. Defuels and Creditable Returns.

1.56.1. **Aviation Products.** Under no circumstances will credit be allowed for defuels of aviation products when such fuel is not the identical type and grade of fuel carried in the AF stock fund, or if there is any possibility that it may be contaminated. Amounts to be credited or charged for defueling shall be determined as follows:

1.56.1.1. Aircraft subject to the standard price charge for issues will receive credit for defuels based on the quantity multiplied by the appropriate standard price. **NOTE:** Occasionally, jet fuel defueled from an AF aircraft may not be the exact grade of jet fuel stocked by the base. For example, an aircraft serviced with grade JP-8 at a European USAF base is defueled at a CONUS base which stocks grade JP-4. When this occurs, record the defuel as the grade of fuel stocked by the defueling base.

1.56.1.2. Operators of commercial aircraft may receive credit for defueled aviation fuel when:

1.56.1.2.1. The product conforms to the type and grade of fuel normally stocked at the base.

1.56.1.2.2. The operator can provide evidence that the aircraft has been serviced exclusively with the same grade of fuel, either military or commercial.

1.56.1.2.3. No evidence of contamination exists.

1.56.1.3. Credit for defueling of foreign military aircraft, foreign state aircraft, and aircraft being serviced under grant aid or FMS program will be given at the standard price of the grade of fuel defueled. When the aircraft is refueled, the non-DoD price will be charged.

1.56.1.4. When applicable, the federal excise tax (FET) will be applied to net issues; that is, issues minus defuels.

1.56.2. **Ground Products.** Credit for return of ground products that can be readily used at other locations or activities will be given at established standard price. Credit will not be given for product that requires reprocessing before it can be made available for reuse or reissue.

1.56.3. In the case of any fuel, whether aviation or ground product, which can be used to satisfy requirements for lower grade product, credit for return to the stock fund will be given at the lowest standard price applicable to the products involved. Fuel returned under this provision must have been declared unsuitable for meeting technical specifications for the higher grades.

1.57. Issue/Defuel Manual Data Reference. AF Forms 1994, **Fuels Issue/Defuel Document (DoD)**, and AF Forms 1995, **Fuels Issue/Defuel Document (non-DoD)**, should always be imprinted by the refueling

unit/hydrant/fillstand operator for issues/defuels to obtain station plate and date wheel data; otherwise, this data must be manually entered using attachments 1D-2 and 1D-3.

1.58. Unused.

1.59. Unused.

1.60. Unused.

1.61. Unused.

1.62. Unused.

SECTION 1E-- ISSUE/SALE AND TRANSFER PROCEDURES.

1.63. Fuel Servicing Procedures.

1.63.1. Each fueling unit or hydrant fueling operator servicing bulk aviation or ground fuels will be equipped with the following:

1.63.1.1. An imprinter with metal plate insert to record fuel grade code; issue point ("RU" for fueling unit, "RH" for hydrant/hose cart); last two digits of fueling unit, hydrant pit, or hose cart; base fuels FP DoD activity address code (DODAAC); system designator; applicable fuel national stock number (NSN) and unit of issue. Station plates for bulk fuel will be embossed with the grade code in place of the NSN when unit of issue is gallon and the basic NSN is used. When unit of issue is not gallon, or product is bought/sold under a local NSN, emboss the stock number. The date wheel on the imprinter will be set with the applicable Julian date as of 2400 hours each day. Since imprinter date wheels consist of five numbers, the first numeric will always be set on zero with four remaining numerics used for the Julian date.

1.63.1.2. Fueling unit, hydrant pit, and hose cart operators will assign a serial number to each AF Form 1994, **Fuels Issue/Defuel Document (DoD)**, and AF Form 1995, **Fuels Issue/Defuel Document (non-DoD)**, which records an issue or defuel. The serial number will begin with number "01" each day concurrent with date wheel change and continue in sequence for the 24-hour period until next time of date wheel change. Serial numbers will be entered in columns 42-43, AF Form 1994 and AF Form 1995.

1.63.2. AF Forms 1232, **Bulk Fuel Issue/Defuel Summary**, and AF Forms 1994 and 1995 will be issued to fueling unit/hydrant operators by the fuels controller or bulk storage attendant. The fuels management officer (FMO) has the option to issue a new AF Form 1232 every time a refueling unit is refilled/emptied or use one AF Form 1232 for a 24-hour period. Any movement of fuel that results in meter rotation (plus or minus), other than a normal issue/defuel, must be annotated on the reverse of the form. If using the option of one form per day, a locally developed log can be used and placed inside the AF Form 1232. Meter calibrations, maintenance, sampling and truck-to-truck transfers are examples of the types of annotations that must be recorded. Upon daily close-out, all AF Forms 1232 still remaining in the refueling units used during a 24-hour period must be annotated with the current inventory and turned in to the base fuels management office (BFMO) accounting element.

1.63.3. On the AF Form 1232 enter the following information:

1.63.3.1. The grade of fuel.

1.63.3.2. The date the AF Form 1232 is issued.

1.63.3.3. The serial number of the fueling unit.

1.63.3.4. Actual inventory as of close-out. This block will stay blank until close-out.

1.63.3.5. The first serial number to be assigned to issue/defuel documents (beginning serial number).

1.63.3.6. Upon close-out, the operator should enter the "start" meter readings.

1.63.4. When hydrant pit or hose cart operators issue fuel to fueling units, such issues will be:

1.63.4.1. Included in the total quantity issued as entered on the AF Form 1232. The "remarks" section, AF Form 1232, will be annotated to indicate "includes __ gallons issued to fueling units."

1.63.4.2. Record on an AF Form 1233, **Bulk Storage Summary**, as backup documentation. Fueling units entering into and going out of service at a hydrant pit or hose cart will also be recorded in the fueling unit summary. When used this way, the AF Form 1233 merely supports those issues that are not documented on AF Forms 1994 and 1995. The reconciliation and net issues sections should not be used.

1.63.5. Certain bases have tenant units which operate their own fueling units. At those locations the tenant will assume accountability for fuel received from the host. Fuel received from the host account will be treated as inventory until it has been issued to the end user. The tenant will process their own servicing transactions using Fuels Automated Management System (FAMS) procedures and their assigned FP DODAAC. **NOTE:** At the option of the host FMO, each truck fill may be documented as a transfer or one consolidated transfer may be made for each day's operation. Weekends and holidays may also be consolidated as one transfer.

1.63.6. At the option of the BFMO, the AF Form 839, **Flightline Daily Fuels Service Log**, may be used to record hot/cold hydrant issues to Air Force aircraft. When this option is used, the hydrant equipment operator will periodically check the AF Form 839 during the day and sign for the issues. The refueling supervisor will be responsible for signing for each fuel issue. Blocks a, b, d, e, and i will be completed by the hydrant pumphouse operator. Blocks c, f, g, and h will be completed by the refueling supervisor. It is the hydrant pumphouse operator's responsibility to ensure forms are completed properly by the refueling supervisor. The AF Form 839 will be used as the source document for all refuelings and will be filed in the applicable AF Form 1232 for the refueling equipment used in the operation. Each issue will be processed separately into the FAMS system.

1.63.7. Many bases are using the Automated Fuels Control Center (AFCC) and creating a transfer file for fuel issue/defuel transaction input purposes. At those locations the BFMO may opt to use a log in lieu of an AF Form 1994 to capture the information necessary to input fuel issue/defuel transactions for various base assigned aircraft, tanks and/or equipment. When this option is used, the following procedures must be used.

1.63.7.1. Each base will develop a tracking system to collect, as a minimum, aircraft M/D/S (mission/design/series)/building number/type of equipment, eight-digit tail number/tank number/vehicle or aerospace ground equipment (AGE) registration number, gallons, and initials of the person receiving the product. The tracking system may be a locally developed log sheet that will be placed inside the AF Form 1232 or a stamp may be used on the reverse side of the AF Form 1232 to record the appropriate information. The AF Form 1232 and log sheet or stamped AF Form 1232 with transaction information will be maintained as the source document and will have the same disposition as a properly filled out AF Form 1994. **NOTE:** At those bases which store more than one aviation fuel, the person receiving the fuel should be advised they are also verifying the grade of fuel by initialing.

1.63.7.2. During close out (as of 2400 hours) the fuels controller will use an AFCC option to create the transfer file. This file will be delivered to fuels accounting with the normal daily paper work for reconciliation and processing. The file will be edited to ensure data is correct prior to uploading into FAMS-B. **NOTE:** Prints of the transaction file or other means may be used to assist in verification of transactions.

1.63.7.3. These procedures may also be used for aircraft that are on temporary duty (TDY) at a base for more than seven days. However, aircraft billing information must be verified with the home base and entered into the AFCC prior to refueling. Special care must always be taken to ensure proper billing information is maintained in the AFCC at all times. **NOTE:** The option of using a log in lieu of preparing an AF Form 1994 for base assigned aircraft, tanks and/or equipment is not limited to those bases with the AFCC. Any BFMO may opt to use the log providing a tracking system is used.

1.64. Emptying Fueling Units.

1.64.1. When returning fuel to Bulk Storage, annotate meter readings on the back of AF Form 1232 as a return to bulk. A locally developed form may be used to document returns to bulk as long as the form is maintained inside the AF Form 1232.

1.64.2. A fueling unit may be used for a one-time defuel. A fueling unit for the grade of product contained in the aircraft may be used for the defuel provided the fuel is not suspected of contamination and there is sufficient ullage in the unit to accept the defuel without making a partial return to bulk storage. Upon completion of the defuel no return to bulk storage is necessary for the fueling unit prior to return to issue status.

1.64.3. Recovery of fuels from fueling units.

1.64.3.1. Some types of fueling units require a quantity of fuel to act as a prime prior to conducting defuel operations. In order to maintain a record of such fuel, the prime should be issued by another fueling unit or fillstand to the unit engaged in the defueling. The operator of the unit issuing the fuel will annotate the "Remarks" block, AF Form 1232, or the reverse side of AF Form 1233, to read, "Issued ___ gals to RU No. for prime." The quantity issued will be included in the "Total Issues" block, AF Form 1232. The operator of the unit receiving the fuel will annotate the AF Form 1232. The quantity received will be included in the "Received From Bulk" block, AF Form 1232.

1.64.3.2. Fueling units unable to dispense fuel may be emptied by pumping out with a defuel unit. Fuel recovered by pumping out into another unit will normally be good fuel and may be used as originally intended provided that it was not contaminated during recovery. The AF Form 1232 for the fueling unit going out of service will be adjusted by the transfer. When defueled product is transferred to another fueling unit, the defuels column, AF Form 1232, assigned to the transferring unit will be decreased by the quantity transferred. The operator of the unit receiving the product will annotate the amount received. This quantity will be added to the quantity received from bulk storage (or to total defuels in the case of defueling unit). The actual quantity received from bulk storage will be entered immediately following the notation, "received from bulk."

1.64.3.3. Residual fuel remaining in fueling units after compliance with paragraph 1.64.3. will be recovered by fueling unit maintenance personnel. Fuel collected in this manner will be reused or disposed of according to T.O. 42B-1-23 and AFI 23-502, *Recoverable and Unusable Liquid Petroleum Products*.

1.65. Recirculation of Fuel.

1.65.1. When fuel is recirculated through the meter(s) for any reason, it will be noted by the fueling unit operator on the AF Form 1232. The note will include the reason for the fuel recirculation through the meter(s), the beginning and ending totalizer meter readings, and the difference. A locally developed form may be used to document meter recirculations, variations, and explanation notes as long as the form is maintained inside the AF Form 1232.

1.65.2. Meter(s) may rollback past zero during checkpoint operations and will be recorded on the AF Form 1232.

1.66. Bulk Storage Operations.

1.66.1. AF Form 1233 will be prepared by the bulk storage/hydrant attendant daily for each grade of product issued. A separate form is required for weekends and holidays. The AF Form 1233 will cover the normal operating day of 2400 to 2400 and will serve as a record of all issues from and returns to the bulk storage system and for control of documents supporting such transaction. AF Form 1233 is designed to accommodate a fillstand operation with three meters; however, at the discretion of the FMO, a separate AF Form 1233 may be prepared and maintained for each meter. Entries will be recorded as follows:

1.66.1.1. Enter the facility number, grade of product, and date.

1.66.1.2. Record issues to fueling units.

1.66.1.3. Record returns to bulk.

1.66.1.4. Metered shipments will be recorded in the "issues" section and will be identified by entering "SHIP TO (DESTINATION)" in the "unit no" column. Unmetered shipments will be annotated and excluded from the total issues computation.

1.66.1.5. Determinable losses caused by spills, leaks, etc., will be recorded in the "issues" section and will be identified by entering "LOSS" in the unit number column. The reverse side of AF Form 1233 may be used to explain losses and supporting documentation must be prepared according to paragraph 1.101. Losses will be excluded from the total issues computation.

1.66.1.6. Metered transfers between storage tanks and metered transfers from a storage tank to a hydrant system will be identified on AF Form 1233 in the unit number column in the "issues" section. Unmetered transfers to other tankage or hydrant systems may be gauged and recorded for internal audit and control purposes. However, such transfers will be excluded from total issues computation and the reconciliation.

1.66.1.7. Enter ending totalizer meter readings at the end of the operating day and enter the same readings in the beginning spaces, AF Form 1233, for the next day. At those installations where fillstand meters are not available, no entries should be made in the reconciliation of meters section, AF Form 1233.

1.66.1.8. Sign in the space provided.

1.66.1.9. Forward to the BFMO accounting section together with all supporting documents.

1.66.2. At the time a fueling unit is presented for refill, the bulk storage attendant will fill the unit to capacity and enter the quantity shown by the fillstand register meter in the "issues" section of AF Form 1233.

1.66.3. When units return fuel to storage, the bulk storage attendant will enter the fueling unit number and the quantity returned to bulk storage on the AF Form 1233 for tracking purposes.

1.66.4. When hydrant pit or hose cart operators issue fuel to fueling units, these issues will be recorded on AF Form 1233 in the normal manner. Fueling units entering into service and going out of service at a hydrant pit or hose cart will also be recorded in the "fueling unit summary." When AF Form 1233 is used by hydrant pit or hose cart operators, it serves only to provide an audit trail and the "reconciliation" and "net issues from bulk" sections do not require entries.

1.66.5. At bases which make recurring bulk sales to other DoD activities due to interservice agreements, the bulk storage attendant may be provided with an imprinter to aid in recording such sales. The station plate will be embossed with the same information (attachment 1E-3) as for fueling units except that line 1, positions 8-11, will reflect "FS" (fillstand) and the last two digits of the FS number.

1.66.6. At the option of the FMO, AF Form 834, **Record of Fuel Transfers**, may be used to document transfers between tanks and hydrant stations. Entries will be made as follows:

1.66.6.1. Heading. Check the appropriate block to indicate a transfer or receipt, and enter the grade of fuel and date.

1.66.6.2. Column A. Enter the tank number or hydrant station designation which transferred or received the product.

1.66.6.3. Columns B and C. Enter the time pumping started and stopped.

1.66.6.4. Columns D and E. Enter the stick/meter reading taken before pumping fuel and the applicable quantity.

1.66.6.5. Columns F and G. Enter the stick/meter reading taken after pumping fuel and the applicable quantity.

1.66.6.6. Column H. Enter the quantity of fuel transferred/received. The attendant at the transferring tank will subtract column G from column E. The attendant at the receiving tank or hydrant station will subtract column E from column G. At the end of the operating day the attendant will check all entries, sign in the space provided and forward form to the BFMO accounting section.

1.66.6.7. The BFMO accounting clerk will review the forms, compare quantities transferred/received, and enter the gain (loss) on the receipt form. Abnormal gains or losses will be investigated and corrections made as necessary. AF Forms 834 will be filed with AF Form 1233.

1.66.7. Occasionally it becomes necessary to use a fueling unit to transfer fuel from one tank to another tank. Example: Using a C-300 to move diesel fuel from the FMO's bulk storage to the FMO's base service station. On completion, the transfer will be annotated in the remarks block of AF Form 1232. Example: 2,382 gallons received from tank #30911, fillstand #3 and transferred to tank #30915. The AF Form 1232 will be used primarily to document the fueling unit meter readings and fuel movement. Blocks 6, 7, issues less defuels, received from bulk, gain and loss will be left blank. The AF Form 1232 will be used to support the fueling unit fills. No into or out of service documentation on AF Form 1233 is required.

1.67. Bulk Transfers and Bulk Sales.

1.67.1. Bulk transfers of AF-owned aviation and ground fuels to other AF bases and returns to terminals shipped by any transportation mode other than tanker or barge will be processed as follows:

1.67.1.1. The BFMO accounting section will manually prepare a DD Form 1348-7, **DoD MILSTPETS Single Line Item Requisition/Release Receipt Document**, for shipment input, post-post shipment (transaction identification code (TRIC) "1SP"). The quantity field (columns 25, 29) will be left blank for entry by the bulk storage attendant. The DD Form 1348-7 will be forwarded to the bulk storage attendant.

1.67.1.2. The bulk storage attendant will:

1.67.1.2.1. Enter the quantity shipped in the quantity field of DD Form 1348. Bulk transfers to other AF activities will be the gross quantity at ambient temperature. Returns to terminals of 3,500 gallons or less will be ambient temperatures. Returns to terminals of more than 3,500 gallons will be corrected to 60 degrees F. Refer to DoDM 4140.25, volume II, chapter 5, appendix A for conversion procedures. The gross quantity and fuel temperature will be entered in block Y, DD Form 1348-7.

1.67.1.2.2. Record the issue on AF Form 1233 and attach the original copy of DD Form 1348-7 for submission to the BFMO accounting section together with appropriate bills of lading.

1.67.1.2.3. Copy numbers 2 and 3, DD Form 1348-7, will accompany the shipment. The BFMO accounting

section will mail copy number 4, DD Form 1348-7, to the consignee.

1.67.2. Bulk ground sales to other services will be recorded on AF Form 1994. The AF Form 1994 will be completed as follows:

1.67.2.1. TRIC, columns 1-3--Enter TRIC "1RF."

1.67.2.2. Home station, block C--Enter the applicable interservice supply support agreement number or organization receiving the product.

1.67.2.3. Issue point number/serial number, columns 40-43--Enter the last four positions (numerics) of the requisition number as obtained from the requisition document.

1.67.2.4. Supplementary address, columns 45-50--Enter the DODAAC of the organization paying for the fuel if different than the receiving base.

1.67.2.5. Columns 74-79--Enter the DODAAC of the organization receiving the fuel.

1.67.2.6. Record the grade code and base information by inserting AF Form 1994, into the imprinter.

1.67.2.7. Quantity, columns 25-29--Enter the quantity of fuel shipped. All sales of 3,500 gallons or more will be corrected to a standard temperature of 60 degrees F. Refer to DoDM 4140.25, volume II, chapter 5, appendix 2-5c for conversion procedures.

1.67.2.8. Copy number 2, AF Form 1994, will be given to the individual receiving the fuel and copies number 1 and 3 will be forwarded to the BFMO accounting section.

1.67.3. Bulk transfers of ground fuels to other AF bases and returns to terminals shipped by tanker or barge will be recorded on DD Form 250-1, **Tanker/Barge Material Inspection and Receiving Report**, in lieu of DD Form 1348-7. DD Form 250-1 will be prepared according to Federal Acquisition Regulation (FAR), Appendix I.

1.67.4. Bulk transfers of DESC-owned aviation fuel to other AF bases, DoD agencies and terminals will be accounted for using the terminal-to-terminal transfer procedures in DoDM 4140.25, volume II, chapter 5.

1.67.5. Processing aviation defuel transactions will create an aviation fuels inventory in the stock fund. To return this fuel to DESC for credit, the BFMO will prepare a shipment (1SP) reflecting the inventory quantity using the procedures in AFM 67-413V1, *Fuels Automated Management System: D002P/GF, End User Manual*. A P39 transaction with management code (F) for DFAMS must also be prepared repeating the quantity and document number that is shown on the 1SP.

1.68. Avfuels Credit Cards.

1.68.1. Avfuels credit cards are required forms for all DoD aircraft and some civil aircraft performing contract work for the US Government. Every AF aircraft, including aircraft in the possession of the Air National Guard and Air Force Reserve, must carry one DD Form 1896, **Jet Fuel Identaplate**, or AF Form 1245, **USAF Avgas Identaplate**; and the Aviation Into-Plane Reimbursement (AIR) Card. Preparation and destruction of DD Form 1896 and AF Form 1245 will be accomplished only by BFMOs. (NOTE: The term "credit card," as used herein, refers to the DD Form 1896 or AF Form 1245 and the term AIR Card refers to the commercial Aviation Into-plane Reimbursement Card.)

1.68.2. Normally credit cards will be prepared and/or destroyed only at the home station of the aircraft. When an aircraft transfers to another base or command, responsibility for credit card control parallels crew identity. When an aircraft departs an AFMC depot or contract facility for assignment to other than the releasing base, a new credit card will be prepared by the depot/contract facility (paragraph 1.77.8.). Credit cards will be prepared

for new production aircraft at the contractors plant or a designated base for use enroute to the base of permanent assignment. New production aircraft will be furnished credit cards when they reach their first USAF base of possession. When aircraft are TDY to a location for a period of five days or longer, lost credit cards may be replaced. AFTO Form 781F, **Aerospace Vehicle Flight Report and Maintenance Document**, data will be verified by accompanying maintenance personnel or the mission commander. When none of these personnel are available to verify AFTO Form 781F data, a credit card may still be prepared. However, for non-verified credit cards, the preparing BFMO will send a message to the aircraft home station maintenance organization (info to the home station BFMO) to advise of action taken and data embossed on the credit card. In all other cases, home station BFMOs will prepare and receive for destruction all credit cards pertaining to aircraft stationed at their bases. Credit cards will not be prepared for transient aircraft unless directed or approved by SA-ALC/SFR or higher authority on a case-by-case basis.

1.68.3. Credit cards will be embossed (and superseded ones destroyed) for home station aircraft when:

1.68.3.1. Credit card is damaged or otherwise unusable.

1.68.3.2. Credit card is incorrectly embossed (wrong data or format).

1.68.3.3. No credit card can be found when needed.

1.68.3.4. Aircraft changes possessing base. When possession changes, the following rules apply for changing AFTO Forms 781F and credit cards:

1.68.3.4.1. The releasing AF base will change the data in the appropriate blocks of the AFTO Form 781F and prepare a new credit card when the aircraft will be accepted by a flight crew from the gaining organization.

1.68.3.4.2. The gaining AF base will change the data in the appropriate blocks of the AFTO Form 781F and prepare new credit card when the aircraft has been delivered to the gaining organization by the flight crew of the losing organization or a neutral flight crew.

1.68.4. Credit cards will be embossed according to the format shown in attachment 1E-2. The BFMO will request the required information from organizational maintenance squadron (OMS), aircraft generation squadron (AGS) or transient alert (TA) supervision. It is imperative that the organization designator, tail number, DODAAC, etc., be correct. If there is any doubt, the data should be re-verified by the BFMO, using FAMS, prior to embossing the credit card.

1.68.5. Each time a credit card is used to document fueling it must be returned to the maintenance servicing supervisor and placed aboard the aircraft. Refueling operators will not retain the credit card after using it to record issue/defuel data.

1.68.6. Any credit card found on base will be turned in to the BFMO (or forwarded to the home station/BFMO indicated on the credit card). When a lost credit card is received, the BFMO will request maintenance to pull the aircraft AFTO Form 781F and determine whether another credit card is aboard the aircraft. Any credit card found will be checked against the aircraft AFTO Form 781F to assure that the credit card is correctly embossed. If a duplicate credit card is found, it will be destroyed.

1.68.7. If an AF aircraft is to be refueled and a credit card cannot be found, no fuel will be issued to the aircraft until:

1.68.7.1. The BFMO validates the home station DODAAC and, with maintenance, attempts to validate the organization designator (transient aircraft). The M/D/S and the serial number will be checked against the stenciled markings on the aircraft.

- 1.68.7.2. The AFTO Form 781F accounting data is transcribed onto the AF Form 1994 issue slip (transient aircraft) or a new credit card is embossed (home station aircraft).
- 1.68.8. The OMS or AGS will investigate whenever notification is received that:
- 1.68.8.1. An aircraft does not have a credit card.
- 1.68.8.2. Data embossed on the credit card is incorrect or does not agree with data entries on the AFTO Form 781F.
- 1.68.9. The investigation will consist of the following as a minimum:
- 1.68.9.1. An aircraft records check to determine the current status of records (AFTO Form 781F and credit card) and their accuracy.
- 1.68.9.2. A review of procedures to validate AFTO Forms 781F and credit cards (when inaccuracy is the problem noted).
- 1.68.9.3. A review of procedures for assuring return of the credit card to an aircraft after refueling, when a missing credit card is noted at the home base. (BFMOs will assist in this investigation.)
- 1.68.10. The only exceptions to using the credit card for recording issue data for USAF aircraft are:
- 1.68.10.1. The credit card is incorrect, damaged, or missing (transient aircraft only; for home station aircraft, first prepare a new credit card).
- 1.68.10.2. In-flight refueling.
- 1.68.10.3. Actual emergencies, including combat operations, air rescue, and evacuation.
- 1.68.11. The following categories of aircraft, after approval of SA-ALC/SFR, are authorized to use a credit card to facilitate the accurate and expeditious completion of AF Forms 1995 at AF bases.
- 1.68.11.1. Aircraft owned by other departments of the US Government, for example, the National Aeronautics and Space Administration (NASA) and Federal Aviation Administration (FAA).
- 1.68.11.2. Aircraft of foreign governments based at USAF facilities or which are authorized to use USAF facilities for enroute or exercise purposes.
- 1.68.11.3. Civil aircraft authorized by DD Form 2401, **Civil Aircraft Landing Permit**, and which have an approved authorized credit letter.
- 1.68.11.4. USAF-owned aircraft provided as government-furnished equipment to a contractor when the agreement calls for fuel to be furnished as a government-furnished product.
- 1.68.11.5. Domestic contract and/or charter aircraft when requested by the contracting activity or MAJCOM.
- 1.68.11.6. Civil aircraft leased by the USAF to augment USAF flying capabilities.
- 1.68.11.7. USAF aircraft on-loan or leased to another government agency, such as Defense Intelligence Agency (DIA), Defense Security Assistance Agency (DSAA), etc.
- 1.68.11.8. Aircraft owned by the United Kingdom (RAF). **NOTE:** SA-ALC/SFR will normally prepare credit cards for the categories listed above, except that SM-ALC/SPM will prepare and distribute credit cards for C12 aircraft. Bases may be requested to prepare the credit cards, in which case, SA-ALC/SFR will provide all the necessary information for the credit card preparation.

1.68.12. Credit cards issued to non-DoD US Government agencies, foreign governments, and civil aircraft operators authorized to purchase fuel on a credit basis will have an expiration date embossed at the end of line 5. Normally, this expiration date will be one year from the date of issue or will coincide with the credit expiration date. Credit cards with expired dates should be retained by the BFMO and destroyed. The aircraft operator should be instructed to obtain a new credit card from the office which issued the original card.

1.68.13. Specific instructions are provided below for aircraft which normally have a credit card. BFMOs which frequently service non-USAF aircraft which carry credit cards should provide reference formats to fueling operators for use in checking credit cards for correct format and billing information prior to refueling.

1.68.13.1. Other DoD Aircraft. When other DoD aircraft do not have a credit card, a notification of delinquency will be forwarded to the home station of the aircraft. Avfuel credit cards used by the Army are serially numbered, controlled items of issue and will not be replaced. The Army controls and issues avfuel credit cards centrally at New Cumberland Army Depot, PA. When Army aircraft require fuel and do not have a credit card, billing information may be obtained by calling DSN 977-6886/7109/7247. When calling, provide as a minimum the aircraft M/D/S and tail number. Replacement credit cards may be issued to Navy and Marine Corps crew members when requested.

1.68.13.2. Contract Aircraft. When aircraft do not have a credit card, notify the applicable contracting office. If this office cannot be determined, notify the home office of the aircraft. Do not refuse to fuel contract aircraft merely because they do not have a credit card.

1.68.13.3. NASA and Canadian Department of National Defense (DND) Aircraft. Credit cards have been provided to NASA and Canadian DND for use in recording billing data. When these aircraft do not have a credit card, obtain and record the billing information manually. Do not refuse to fuel these aircraft merely because they do not have a credit card.

1.68.14. Avfuel credit cards will be used to record non-flying issues and other categories of special issues. Non-flying issues are defined as issues to equipment other than aircraft or to aircraft for other than flying operations using budgeted USAF flying hours: missiles, engine block testing, support equipment, etc. Other categories of special issues are described in paragraph 1.77. and are also considered to be non-flying issues and, as such, require special handling. Organizations which use aviation fuels and bulk oils for non-flying purposes will submit a request for an organization record load to the chief of supply according to AFMAN 23-110V2PT2, chapter 27. Upon approval, the BFMO will emboss the applicable DD Form 1896 as shown in attachment 1E-2.

1.68.15 The Aviation Into-plane Reimbursement (AIR) Card is a commercial credit card that allows pilots/aircrews to purchase aviation fuel, fuel related supplies and/or ground services at commercial airports where there is no DoD contract available. SA-ALC has financed the AIR Card contract and will be responsible for processing all transactions into the Standard Base Supply System (SBSS) and the Fuels Automated Management System (FAMS) to bill Air Force Units through the Inter-fund (PC Fuels) or by SF 1080. The AIR Card is intended to replace the AF Form 315 (United States Air Force Avfuel Invoice) and the AF Form 15 (United States Air Force Invoice) at commercial locations where it is accepted.

1.68.15.1 Preparation of the AIR Card will be accomplished only by AVCARD. BFMOs are required to notify SA-ALC/SFR when a new AIR Card is required for base assigned aircraft. BFMOs must provide M/D/S and eight-digit tail number when requesting a new AIR Card. In addition, BFMOs must notify SA-ALC/SFR for disposition instructions when a base assigned aircraft is transferred to depot status, retired from service or is transferred to another base or command.

1.69. Issues/Defuels--DoD Aircraft (Including Reserve and National Guard--Aviation Fuels).

1.69.1. Before processing any aviation fuel issues, a requisition (1PR) and a receipt (1RP) with a transaction exception (TEX) code "I" for the total quantity of all the issues must be processed. A P21 transaction reflecting the same quantity and document number as the 1PR must also be processed through DFAMS daily. Standard Base Supply System (SBSS) processing formats for the 1PR and 1RP are in AFM 67-413V1, section 16. When issues or defuels are made to DoD aircraft, fuels servicing personnel will:

1.69.1.1. Obtain the DD Form 1896 from the aircraft commander or authorized crew representative.

1.69.1.2. Prior to fueling/defueling, verify jointly with the fuel supervisor/crew chief that the fueling unit contains the correct grade of fuel for the aircraft which is to be serviced. Evidence that this action has been accomplished will be indicated by entering the product grade code in the statement (block H) on the AF Form 1994 or block F on AF Form 1995. The fuel supervisor/crew chief will initial immediately following the grade code. Fuel grade verification (block H) is not required for locations servicing one grade of aviation fuel.

1.69.1.3. Validate the data on the Air Force credit cards as follows:

1.69.1.3.1. Check the M/D/S and tail number against the M/D/S and serial number stenciled on the skin of the aircraft (TO 1-14).

1.69.1.3.2. Check the customer identification code (CIC) to assure that it is valid for Air Force use.

1.69.1.3.3. Check the signal code. If the signal code is "B," there must be a bill-to address (DODAAC) on the card.

1.69.1.4. Issue fuel or defuel as required.

1.69.1.5. Insert the DD Form 1896 and AF Form 1994 in the imprinter and record all data from the DD Form 1896 on the AF Form 1994.

1.69.1.6. Complete the AF Form 1994 as follows:

1.69.1.6.1. TRIC, columns 1-3 -- Enter TRIC "1RF" for issues or "1DF" for defuels, as applicable. Check the corresponding Refuel or Defuel block for all non-USAF avfuel issues.

1.69.1.6.2. Quantity, columns 25-29 -- Enter the quantity of fuel issued or defueled as indicated by the register meter(s). Use columns from right to left, placing a "0" in unused columns. Whenever a change is made in the quantity, an explanation will be placed in block I to explain why the correction was made.

1.69.1.6.3. Columns 42-43 -- Enter the serial number.

1.69.1.6.4. For issues to US Navy and Marine Corps aircraft, enter the last four digits of the preprinted form serial number in columns 70-73.

1.69.1.6.5. Obtain the signature of the aircraft commander, designated crew member, or mechanic performing or supervising the servicing and maintenance, and sign in the space provided.

1.69.1.6.6. Reset the register meter(s) to zero.

1.69.2. When a USAF aircraft does not have a credit card, obtain the necessary billing data from the AFTO Form 781F. See paragraph 1.68. for other required actions. Write "no credit card" in block I of AF Form 1994. When a US Army aircraft does not have a credit card, aircraft and billing information are required. The information may be obtained by querying crew personnel, referring to the DA Form 2408, **Equipment Log Book**, which is carried in the aircraft, or calling New Cumberland Army Depot (paragraph 1.68.13.). When US Navy or Marine Corps aircraft do not have a credit card, obtain the required billing information from OPNAV

AFMAN23-110V1PT3

Form 3760-2, part b, commonly called the yellow sheet.

1.69.2.1. Customer ID, columns 4-6 -- Enter the three-digit command code from the possessing command block, AFTO Form 781F. For issues to US Army or US Navy (including Marine Corps) aircraft, enter "USA" or "USN," as applicable.

1.69.2.2. Home station, block C -- Enter the aircraft home station from the location block, AFTO Form 781F.

1.69.2.3. Signal code, column 51 -- Enter signal code.

1.69.2.4. Fund code, columns 52-53 -- Enter the applicable "fly" fund code for the customer identification code as listed in attachment 1E-7. When a fund code is not available, leave blank.

1.69.2.5. Mission, design, series (M/D/S), columns 57-63 -- Enter the M/D/S for USAF (including Air Force Reserve and Air National Guard) aircraft. The credit card will have this data element embossed so that the M/D/S is right justified. When entering M/D/S from the AFTO Form 781F, make sure to start at the right with the alpha code for aircraft series. Zero fill the design number, if needed, so that it fills three positions. Example: For F4C enter F004C; for F-15A, enter F015A.

1.69.2.6. Flying organization designator, Section B -- Enter the aircraft flying organization number (i.e., 327 FS). Squadron numbers less than three digits will be zero filled. For example, the 8th FS will be entered as "008." When a squadron number consists of more than three digits, enter only the last three.

1.69.2.7. Tail no., columns 67-74 -- Enter the aircraft tail number. For USAF aircraft, the first two positions will be the first two positions of the aircraft tail number. Right justify the remainder of the tail number in positions 70-74 and zero fill.

1.69.2.8. Home station DODAAC, columns 75-80 -- Enter aircraft home station base fuels DODAAC as determined by referring to home station in DoDM 4000.25-6.

1.69.2.9. Record station plate data and transaction date by inserting AF Form 1994 in imprinter.

1.69.2.10. Reset the register meter(s) to zero.

1.69.3. Defuel operations cannot always be metered due to equipment limitations or operational conditions. In these cases the quantity to be entered on the AF Form 1994 as defueled will be the best estimate available. Fuel-servicing personnel will annotate the remarks section, AF Form 1232, and block G, AF Form 1994, indicating "unit will not register defuels" or "unit meter bypassed" as appropriate. As an alternative (where not restricted by Environmental Protection Agency (EPA) Regulations), the FMO may direct the use of the following procedure.

1.69.3.1. Prepare a stick gauge for fueling units, calibrated in increments of 25 gallons.

1.69.3.2. Prior to start of defuel operations, obtain a stick reading and indicate the fuel level on reverse of AF Form 1232.

1.69.3.3. Upon completion of defuel operation, obtain a stick reading and indicate the fuel level on reverse of AF Form 1232.

1.69.3.4. Deduct the starting stick reading from the ending stick reading, determine the quantity, and enter as the amount defueled on AF Form 1994.

1.69.3.5. Explain the variation of meter readings on reverse of AF Form 1232.

1.69.4. The second transparent copy, AF Form 1994, will be given to the aircraft commander, designated air

crew member, or mechanic performing or supervising the servicing for use in making entries on AFTO Form 781H, **Aerospace Vehicle Flight Status and Maintenance Document**, according to T.O. 00-20-5.

1.69.5. The BFMO will prepare a shipment (1SP) to DESC for the daily defuel quantities using the procedures in AFM 67-413V1.

1.70. Issues/Defuels -- Non-DoD Aircraft - Aviation Fuels.

1.70.1. When issues are made to non-DoD aircraft, fuels servicing personnel will:

1.70.1.1. Issue fuel or defuel as required.

1.70.1.2. Insert plastic credit card, if available, and AF Form 1995 in the imprinter and record all data from credit card on the AF Form 1995.

1.70.1.3. If an aircraft does not have a credit card, the following information will be handscribed on AF Form 1995:

1.70.1.3.1. Customer ID, columns 4-6 -- Enter the appropriate CIC from attachment 1E-7 for foreign governments and other than DoD agencies (except commercial). CICs for commercial (civil, charter, and contract) sales refer to the "Credit Sales of Avfuel" CMAL. In the event that a US government, foreign government, or commercial company is not listed, contact SA-ALC/SFR, DSN 945-8891 for a CIC. In emergency situations, sales may be made using OUS (other U.S. government agencies), FRG (foreign governments), and COM (commercial) when the appropriate CIC is not listed. SA-ALC/SFR should be notified within 72 hours.

1.70.1.3.2. Home station, block C -- Enter the home station, base, or airport of the aircraft.

1.70.1.3.3. Billing address, block D -- Enter the complete address of the organization to be billed for payment along with the type of aircraft and serial number.

1.70.1.4. TRIC, columns 1-3 -- Enter TRIC "1RF" for issues or "1DF" for defuels, as applicable.

1.70.1.5. Quantity, columns 25-29 -- Enter quantity of fuel issued or defueled as indicated by the register meter(s). Use columns from right to left, placing a "0" in unused columns. Whenever a change is made in the quantity an explanation will be placed in block G to explain why the correction was made.

1.70.1.6. Columns 42-43 -- Enter the serial number as prescribed by paragraph 1.63.1.

1.70.1.7. Columns 52-53 -- Enter the applicable "fly" code for the CIC as listed in attachment 1E-7.

1.70.1.8. Remainder of information required on left side of AF Form 1995 and the transaction date may be recorded by placing the document in the imprinter.

1.70.1.9. When issues are made to US and foreign government nonmilitary aircraft which are engaged in international flights, check the "tax exempt" block in block E.

1.70.1.10. When an issue is made to commercial aircraft:

1.70.1.10.1. Enter the name and address of the airline or company operating the aircraft in block D, if a plastic credit card is not available.

1.70.1.10.2. Complete block E as follows:

1.70.1.10.2.1. Type aircraft -- Check "civil," "contract," or "charter," as appropriate. See paragraph 1.133. to determine status.

AFMAN23-110V1PT3

1.70.1.10.2.2. Tax exempt -- Check "tax exempt" in block E for aircraft engaged in international flights.

1.70.1.10.2.3. Type sale -- Check "credit" (for "cash," see paragraph 1.71.).

1.70.1.11. At bases where contractors have prepositioned personnel according to airlift contracts, the carriers station representative, as designated by the contractor, may present the credentials and sign for receipt of the fuel in lieu of the aircraft commander or crew member.

1.70.1.12. The price per unit to be charged will be determined by the BFMO according to paragraph 1.55.

1.70.1.13. The federal excise tax fee per gallon and the total tax fee will not be entered on the AF Form 1995 for credit sales when tax applies.

1.70.1.14. Charges for defueling services will be entered in the lower part of block D, when applicable (paragraph 1.56.).

1.70.1.15. Copy number 4, AF Form 1995, will be given to the aircraft commander.

1.70.1.16. Reset the register meter(s) to zero.

1.70.2. Copy 1 will be the official BFMO document control file copy. Copies 2 and 3 will be maintained in suspense awaiting to be reconciled with the M-28 and then sent to the appropriate DFAS office, paragraph 1.105. Copies 5 and 6 may be discarded if not needed.

1.70.3. The BFMO will prepare a shipment (1SP) to DESC for the daily defuel quantities using the procedures in AFM 67-413V1. Prepare a P39 transaction for DFAMS reflecting the same quantity and document number as the 1SP.

1.71. Cash Sales -- Aviation Fuels.

1.71.1. When sales are made on a cash basis, a locally assigned organization code must be loaded into the SBSS prior to processing the sale. This three-position code should be established in coordination with the base FSO, Base Supply, and the BFMO. Once established, the code will be used for all cash sales. AF Form 1995 will be prepared by the fuels operator as follows:

1.71.1.1. Enter appropriate information, as prescribed in paragraphs 1.69.1. and 1.69.2.

1.71.1.2. Columns 4-6, Customer ID, enter "CSH."

1.71.1.3. Column 7, TID, enter "Q." After the TID code, in block "B," enter the locally assigned organization code.

1.71.1.4. Complete block "E" as follows:

1.71.1.4.1. Type aircraft -- Check "civil," "contract," or "charter" as appropriate. See paragraph 1.133. to determine status.

1.71.1.4.2. Type sale -- Check "Cash."

1.71.1.5. Columns 45-50 -- Enter "DD1131."

1.71.1.6. The amount to be charged for the sale will be determined by the BFMO according to paragraph 1.55. The BFMO will advise the refueling operator of the charges, which will be collected prior to the departure of the aircraft.

1.71.1.7. Copy number 4, AF Form 1995, will be given to the aircraft commander. The remaining copies will be

turned in to the bulk storage attendant or dispatcher along with AF Form 1232. The cash collected may be turned in with the AF Form 1995 or passed immediately to the BFMO at the option of the FMO.

1.71.1.8. Checks may be accepted in lieu of cash but only when they can be positively identified as being from reputable and bona fide sources. Company checks must be signed by authorized signatories. All checks will be made payable to the receiving Defense Accounting and Finance Office (DAO).

1.71.2. When making cash sales, the BFMO may receive the cash prior to the time the AF Form 1995 is turned in, or simultaneously therewith. In either case, immediately upon receipt of the AF Form 1995, it should be determined that the cash on hand is the exact amount as the total price charged plus surcharges shown on the AF Form 1995. Action will then be taken as follows:

1.71.2.1. Determine that entries on the AF Form 1995 are correct.

1.71.2.2. Prepare DD Form 1131, **Cash Collection Voucher**, (set) covering the cash on hand. Complete only the applicable blocks of the form as follows:

1.71.2.2.1. Receiving office collection voucher number -- Enter a locally developed serialized control number.

1.71.2.2.2. Receiving office block -- Enter "Base Fuel Management Office, _____ AFB," in the activity portion; the printed name, title, and signature of the FMO in the received and forwarded by portion; and the date the cash is forwarded to the base FSO in the date portion.

1.71.2.2.3. Period -- Enter the period covered during which the cash sale(s) was made.

1.71.2.2.4. Date received -- Enter the date of the actual cash sale(s).

1.71.2.2.5. Name of remitter--Description of remittance -- Enter a description of the remittance; for example, "cash from X airlines."

1.71.2.2.6. Detailed description and purpose for which collections were received -- Enter the grade, amount of product, the Air Force (AF) standard price, and applicable federal excise taxes. NOTE: AV tax and LUST tax are also federal excise taxes and must be shown as separate entries on the DD Form 1131.

1.71.2.2.7. Amount and accounting classification -- Enter separately the dollar amount and appropriate accounting classification (refer to attachment 1E-6). Accounting classifications are as follows:

1.71.2.2.7.1. Product (AF Standard Price) = 97X4930.FC01 61 (Local OAC/ABAN) C-99 (Local ADSN).

1.71.2.2.7.2. Federal excise tax = 57F0152.0001 660700 (DFAS-SA).

1.71.2.2.7.3. AV tax = 57F0152.0001 660700 (DFAS-SA).

1.71.2.2.7.4. LUST tax = 57F0152.0001 660700 (DFAS-SA).

1.71.2.2.8. Total -- Enter total of product, administrative and handling surcharge, and federal excise taxes, when applicable.

1.71.2.3. One copy, DD Form 1131, will be attached to copy number 1, AF Form 1995, and retained in the BFMO files. The remaining copies, DD Form 1131, will be forwarded to the FSO, or to the class B agent officer, if appropriate, along with the cash collected.

1.71.2.4. Retain the validated copy of DD Form 1131 received from the FSO in the BFMO files.

1.71.3. The FMO will establish procedures for the collection, safekeeping, and deposit of funds received for cash sales of aviation fuels and oils. The procedures will be according to DFAS-DER 7010-1, *General*

Accounting and Finance Systems at Base Level, and DoD 7000-14-R, V5, *DoD Financial Management Regulation Volume 5*. Specific personnel of the base fuel management organization should be appointed to receive cash payments on behalf of the FMO. The number of personnel authorized to receive such cash payments should be limited to the minimum number practicable.

1.72. Issues at Non-Air Force Locations - Aviation Fuels.

1.72.1. The aircrew is responsible for obtaining the customer copy/receipt from the ground servicing refueling agent at all non-Air Force locations. All fuel receipts will be placed in the AF Form 664, **Aircraft Fuels Documentation Log**. In addition to the fuel receipts, all refueling transactions should be annotated on the AF Form 664. This form is used as a check to ensure all receipts have been accounted for and could be used as the source data input in the event a receipt is lost or misplaced. During the maintenance debriefing, the AF Form 664 and any refueling documents contained therein must be forwarded to the Refueling Document Control Officer (RDCO). For documents with a transaction date of 30 Sep 97 and prior, the RDCO is responsible for reviewing the documents for completeness and providing copies of the fueling receipt documents (i.e., DD Form 1898, **Avfuels Into-Plane Sales Slip**) to the BFMO for processing. For documents with a transaction date of 1 Oct 97 and after, the RDCO will retain documents in a permanent document file for comparison against the PC Fuels bills or SF 1080 bills. For AF Form 315 cash purchases, the RDCO will forward to SA-ALC/SFR for processing.

1.72.2 The processing of all aviation fuel off-station purchases (1FNs), with a transaction date of 1 Oct 97 and after, will be centralized at SA-ALC/SFR (FP2050). For AIR Card purchases, SA-ALC/SFR will use the AVCARD invoices to process the transactions into FAMS and SBSS. For Army, Navy and DESC Into-plane purchases (DD Form 1898), the inter-fund bill from these activities will be used to process the transactions into FAMS and SBSS. For AF Form 315 purchases and foreign government purchases, SA-ALC/SFR will receive the invoices directly from the vendor or country and process into FAMS and SBSS. Any aviation off-station fuel purchases with a transaction date of 30 Sep 97 and prior will still be processed by the BFMO.

1.72.3. For prior year transactions (30 Sep 97 and prior), the BFMO accounting element will use the validated refueling documents to create and process a 1FN transaction as outlined in AFM 67-413V1. After the 1FN is processed, retain this copy in the BFMO file as the source document and forward a copy to FSO. All 1FN transactions must have either the International Civil Aviation Organization Code (ICAO) or a valid DODAAC in addition to a TID code. See Attachment 1E-8 for the list of TID codes to identify transactions. **NOTE:** TID code "F" must be used for any fuel issued to USAF aircraft at a Canadian base or Canadian into-plane contract location.

1.72.4. All TID code L issues, AF Form 315, **United States Air Force Avfuels Invoice**, are required to have an extended price when processing a 1FN transaction. The extended price represents the total cost of the purchase on the local market. TID code L transactions for FY95 and the current FY must be processed with a grade code beginning with "I." FAMS will bill the customer at the appropriate into-plane standard price. All prior year transactions (FY94 or earlier) for TID code L must be processed with a "J." FY94 or earlier transactions will be charged the standard price for the specific grade code. In addition, the extended price should be input in to FAMS for the TID code F transactions. TID code C and D transaction do not require an extended price.

1.73. In-Flight Fueling -- Aviation Fuel.

1.73.1. In-flight issues from the tanker to other aircraft will be recorded on AF Form 791, **Aerial Tanker In-Flight Issue Log**, by the tanker boom operator. See attachment 1E-5 for detailed instructions and a sample of the completed form. BFMOs at tanker bases may reproduce attachment 1E-5 and provide copies to the tanker

operations branch for use by boom operators.

1.73.2. Tanker operations will ensure that boom operators have AF Form 791 prior to departure for in-flight fueling missions. All available information necessary for the accomplishment of each in-flight fueling will be obtained and entered on AF Form 791 by the tanker boom operator. In-flight issues will not be consolidated.

1.73.3. Prior to a scheduled in-flight refueling mission, the boom operator will obtain information about the aircraft to be refueled from the in-flight refueling request. All available mission profile information will be utilized and entered on the AF Form 791. Do not rely on the home station as an indicator of the possessing MAJCOM. The MAJCOM will be selected from attachment 1E-7 after validation with the Reliability and Maintainability Information System (REMIS). Enter the aircraft M/D/S, organization, and the mission call sign.

1.73.4. Complete AF Form 791 as follows:

Heading:	--Enter the date and Zulu time of the mission start and completion. --Enter tanker organization, home station, aircraft M/D/S and complete serial number. --Enter grade of fuel being serviced, for example, "JP-4," "JP-8," etc.
Issues:	--Enter data pertinent to aircraft being serviced, including possessing MAJCOM, M/D/S, complete tail/serial number, call sign, organization, and home station. Receiver A/C 8 digit tail number is a mandatory entry (for USAF aircraft) and must be included on each entry. --Enter quantity of fuel in pounds serviced to each aircraft. Fuel spills occurring during fueling operation in-flight will be included in the quantity shown as issued to the receiving aircraft.
	After the mission, the tanker boom operator will total the quantity of fuel issued and enter his name and grade in the space provided.

1.73.5. After the mission is complete, the Refueling Document Control Officer will review the AF Form 791 to assure that all necessary information has been recorded correctly. The mission review panel will submit the completed AF Forms 791 to the BFMO. When tanker aircraft are away from their home station, at TDY location, completed AF Forms 791 will be turned in to the local tanker operations branch. The branch will forward the completed AF Forms 791 to the BFMO at the TDY location for processing. If there is no local tanker operations branch, the forms will be delivered or mailed through base distribution directly to the BFMO at the TDY location.

1.73.6. RDCO will validate AF Forms 791 prior to submission to BFMO. BFMO will review the forms for accuracy and obtain missing data from the submitting base tanker operations group. BFMOs will pay particular attention to CIC and aircraft M/D/S entered on the forms.

1.73.7. The BFMO will use AF Forms 791 to input in-flight fuelings into FAMS and SBSS. When tail numbers are missing and cannot be verified by the submitting activity, the BFMO will send the AF Forms 791 back to the RDCO panel for the missing tail numbers. In-flight refuelings will not be processed for credit back to the tanker organization without the complete aircraft tail/serial numbers.

1.73.8. All transactions are recorded in pounds and converted to gallons under program control by FAMS computer. Conversion factors for fuel grades issued/jettisoned by tanker aircraft are:

Grade JP-4	6.4 pounds per gallon
Grade JP-5	6.8 pounds per gallon

Grades JP-8 and Jet A-1	6.7 pounds per gallon
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1.73.9. When in-flight refuelings are made to non-Air Force aircraft and AF aircraft bailed to contractors, the boom operator will prepare AF Form 791 to include normal tanker data in the heading.

1.73.9.1. For non-AF aircraft enter the aircraft command as applicable: US Navy and Marine aircraft enter "USN," for foreign government aircraft enter the country name, and for Foreign Military Sales enter "FMS."

1.73.9.2. Receiver aircraft M/D/S, tail number, call sign, and home station information is mandatory. For USN/USMC issues the home station must contain the land-based squadron number or Unit Identification Code (UIC) for each aircraft being refueled. Examples of USN/USMC squadron numbers are: VA-97, VF-33, and VMFA-212. Examples of UIC's are: R63923, V09559, and R09434. If problems are incurred with USN/USMC billing data, contact Navy Petroleum Office, 8725 John Jay Kingman Ste 3719, Fort Belvoir VA 22060-6224, DSN 427-7348. When issues are made to FMS aircraft, the FMS "case code" must also be entered in the home station block. Examples of FMS case codes are: EG-D-YFW, K7-D-YAF, and IS-D-SPA.

1.73.9.3. Submit AF Form 791 to the BFMO at the tanker home station (or the BFMO at the TDY location if the tanker is TDY).

1.73.9.4. The BFMO will process all AF Forms 791, including those made to USN/USMC, FRG, FMS, and bailed aircraft.

1.73.9.4.1. When billing non-AF receivers, it is the BFMO's responsibility to ensure the proper SIG/FUND code and FMS case code (where applicable) are used.

1.73.9.4.2. Forward two legible copies of the AF Form 791 to the appropriate DFAS office, paragraph 1.105., in lieu of preparing an AF Form 1995. The amount of pounds must be converted to gallons and entered in the gallons column of the AF Form 791. The amount of gallons entered on the AF Form 791 must be the same gallon amount as shown on the M-28 at the end of the month for the same transaction.

1.73.10. HQ AMC/LGSF is responsible for processing classified in-flight refueling transactions through FAMS and the SBSS at Scott AFB. These transactions will be processed only after being verified by HQ AMC-TACC/DOOS.

1.74. Recording Fuel Jettisoned from Tankers.

1.74.1. When tanker aircraft jettison fuel, the jettisoned quantity will be charged to the CIC and fund code of the command in possession of the aircraft. The transaction will be recorded in pounds on AF Form 791, clearly annotated as "jettisoned."

1.74.2. BFMOs will process jettisoned fuel using TRIC 1RD format and TID code "T" according to AFM 67-413V1. Process the transaction along with all other daily transactions.

1.74.3. Fuel jettisoned from any aircraft will remain as a charge to that aircraft.

1.75. Transactions by Aerial Bulk Fuel Delivery Systems.

1.75.1. Issues of aviation fuels to aerial bulk fuel delivery system (ABFDS) will be recorded on AF Form 1994 as follows:

1.75.1.1. TRIC, columns 1-3 -- Enter TRIC "1RF."

1.75.1.2. Customer ID, columns 4-6 -- Enter the three-digit customer identification code as appears on the

ABFDS aircraft credit card.

1.75.1.3. TID, column 7 -- Enter TID code "Z."

1.75.1.4. Home station, block C -- Enter the home station of ABFDS aircraft.

1.75.1.5. Signal and fund codes, columns 51-53 -- Enter signal and fund codes as they appear on the ABFDS aircraft credit card.

1.75.1.6. Home station DODAAC, columns 74-79 -- Enter home station base fuels DODAAC as it appears on the ABFDS aircraft credit card.

1.75.1.7. Record grade code, issue point number, base fuels DODAAC, NSN, unit of issue, and date by inserting AF Form 1994 in imprinter.

1.75.1.8. Quantity, columns 25-29 -- Enter quantity of fuel issued to ABFDS.

1.75.2. Bulk issues of aviation fuels to AF forward operating locations/aircraft will be recorded on AF Form 791 by the system operator as follows:

1.75.2.1. TRIC, columns 1-3 -- Enter TRIC "1DF."

1.75.2.2. Enter same data as recorded according to paragraph 1.75.1. except the issue point number and base fuels DODAAC, which will be omitted from block A, station plate data. Instead, the receiving organization address will be entered therein.

1.75.2.3. Quantity, columns 25-29 -- Enter quantity of fuel defueled from the ABFDS.

1.75.2.4. Obtain the signature of the individual receiving the fuel.

1.75.3. Copy number 2, AF Form 1994, will be given to the forward operating location or mailed to the forward operating location supporting activity as prescribed by local directives. The remaining copies, AF Form 1994, will be delivered to any BFMO for processing. The processing BFMO will:

1.75.3.1. Enter the processing base fuels DODAAC in block A, AF Form 1994.

1.75.3.2. Prepare a DD Form 1348-7 according to paragraph 1.67.1. to reflect a bulk transfer from the processing base to the DODAAC of the base supporting the forward operating locations. **NOTE:** Forward operating locations will record aviation fuel into-plane issues (including those directly from the ABFDS) on the AF Forms 1994 and 1995 as applicable (paragraphs 1.69. and 1.70.). Non-flying issues will be recorded on AF Form 1994 (paragraph 1.77.). AF Forms 1994 and 1995 will be forwarded to the supporting BFMO for processing.

1.75.4. Bulk issues of aviation fuels from an ABFDS to another service activity (Army, Marine Corps, etc.) will be recorded on AF Form 1994 by the system operator in the same manner as to AF forward operating locations. Copy number 2, AF Form 1994, will be given to the receiver or mailed to such organization as may be prescribed by local directives. The remaining copies, AF Form 1994, will be delivered to any BFMO for processing. The processing BFMO will:

1.75.4.1. Enter the processing base fuels DODAAC in block A, AF Form 1994.

1.75.4.2. Prepare an AF Form 1994 according to paragraph 1.67.2. to reflect a bulk sale from the processing base to the appropriate DODAAC of the receiving service.

1.75.5. Bulk transfers of ground fuels from any one AF location to another will be processed as any other bulk transfer (paragraph 1.67.1.).

1.76. Replacement-in-Kind (RIK) Transactions:

1.76.1. Bulk fuel issues under the terms of RIK agreements with the air forces of Italy, Greece, Turkey, Korea, and Japan will be processed according to this paragraph. All documents affecting issue or receipt of products under an RIK agreement will be conspicuously marked as to which agreement they pertain, for example "USAF-IAF RIK Agreement." The term "command designated location," as used herein, refers to the office designated by SA-ALC/SFR in coordination with the MAJCOM Fuels Office to process RIK and STANAG 3113 transactions. SA-ALC/SFR (FP2050) will process all fuel receipt documents under a RIK agreement with a transaction date of 1 Oct 97 and after. Therefore, RIK administrators will forward all issue documents from RIK countries that they manage to the following address on a monthly basis: SA-ALC/SFRF (Attn: Invoice Validation Section), 1014 Billy Mitchell Blvd, STE 1, Kelly AFB Tx 78241-5603.

1.76.2. RIK issues/defuels will be recorded on AF Form 1995. Enter the applicable country CIC (attachment 1E-7) in columns 4-6, TID code "R" in column 7, and the applicable RIK agreement in block D; for example "USAF-TAF RIK agreement." Billing address and aircraft type and tail number will be recorded as required by paragraph 1.70.

1.76.3. The agreement with Japan and Korea covers aviation fuel issued/received at USAF bases within their respective country. Issues/defuels to Japanese and Korean aircraft in their respective country will be recorded as prescribed in paragraph 1.76.1. using the applicable country code CIC. Issues to Japanese ASDF aircraft outside of Japan will be processed without TID code "R."

1.76.4. The agreement with Italy, Turkey, and Greece (Hellenic AF Command) covers aviation fuel issued/received at any air force, air force reserve, or air national guard base. Issues/defuels to aircraft will be recorded as in paragraph 1.76.2. using the applicable country CIC, unless directed otherwise by SA-ALC/SFR or higher authority.

1.76.5. Receipt of bulk fuel from the Italian, Greek, Turkish, Japanese, and Korean Air Forces in repayment under terms of the RIK agreement will normally be documented on DD Form 250, **Material Inspection and Receiving Report**, or DD Form 1348-7. Bulk quantities received as repayment will be recorded and processed on AF Form 1995 as described in paragraph 1.76.2. with TRIC "1DF" entered in columns 1-3.

1.76.6. When the USAF ships fuel as RIK to a foreign air force, the command designated location will process these transactions as follows:

1.76.6.1. Input a TRIC "1PR" with an RIC of "S9F." The command designated location DODAAC will be entered in data entry field 30-35. The DD Form 1348-7, produced as a result of the previous "1RP" input will be annotated to direct shipment of the requisitioned quantity to the applicable foreign government installation(s) receiving replacement product.

1.76.6.2. Upon receipt of DD Form 250 and notification that the requisitioned quantity has been delivered to the foreign government, input a receipt TRIC "1RP" to record the quantity as received by the command designated location according to paragraph 1.95.5.

1.76.6.3. Concurrent with processing the receipt, prepare and process AF Form(s) 1995 reflecting an issue to the foreign government, using the appropriate country CIC and TID code "R." If the quantity exceeds 99,999 gallons, additional AF Form(s) 1995 are required. AF Form(s) 1995 will be annotated with "USAF - (*Country*) Replacement-in- Kind Agreement" and "replacement at (*name of location*)."

1.76.7. When the foreign government issues fuel to FAA and commercial aircraft operating under a USAF airlift contract, SA-ALC/SFRF (FP2050) will process these transactions as follows:

1.76.7.1. Prepare AF Form 1995 using TRIC "1DF," the applicable country CIC, and TID code "R" for the total quantity issued to FAA and contract aircraft. Enter "USAF - (Country) RIK Agreement" in block D. If the quantity exceeds 99,999 gallons, prepare additional AF Forms 1995 as required.

1.76.7.2. Prepare AF Forms 1995 in normal issue format (paragraph 1.70.) to "FAA" or commercial carrier name to reflect fuel as issued from the command designated fuels account. Include all available billing information and type and tail number of aircraft as available from the foreign issue document.

1.76.8. When the RIK agreement includes foreign government issues to US Army and Navy aircraft, SA-ALC/SFRF (FP2050) location will process these transactions as follows:

1.76.8.1. Prepare AF Form 1995 as prescribed in paragraph 1.76.7.1.

1.76.8.2. Prepare AF Form 1994 in normal issue format (TRIC "1RF") to reflect fuel as issued to the Army/Navy from SA-ALC/SFRF (FP2050).

1.76.9. When the foreign government issues fuel to the USAF for non-fly use:

1.76.9.1. After reconciliation or receipt of documents for the foreign government issue, the RIK administrator will provide copies of foreign government issue/defuel documents covering non-fly transactions to the base fuels account at the home station of the consuming equipment.

1.76.9.2. Upon receipt of the issue documents from the RIK administrator, the BFMO will:

1.76.9.2.1. Prepare AF Forms 1995 in TRIC "1DF" format as prescribed in paragraph 1.76.7.1.

1.76.9.2.2. Prepare AF Forms 1994 in normal issue format (paragraph 1.69.) using the applicable CIC, TID code "N," and the applicable base non-fly organization code.

1.76.9.2.3. Losses which occur during operations at foreign AF locations due to bladder/truck variances will be accounted for by normal TRIC "1RM" procedures.

1.76.9.2.4. Process AF Form 1994 according to paragraphs 1.69. and 1.125.

1.76.10. Copies 2, 3 and 4, of the AF Forms 1995, prepared according to paragraph 1.76., and maintained in a suspense file. Copy 1 will be retained in the BFMO accounting section as the document control copy. Copies 5 and 6 may be discarded if not needed. The BFMO will reconcile the M-28 with copies 2 and 3 of the AF Form 1995 and then send the M-28 along with copies 2 and 3 of the AF Form 1995 to the appropriate RIK administrator. These transactions held in suspense are processed semi-annually during reconciliations of the account.

1.76.11. When the foreign government issues fuel to a USAF refueler or bladder, the command designated location will process the transaction as follows:

1.76.11.1. Prepare AF Form 1995 using TRIC "1DF," the applicable country CIC, and TID code "R" for the total quantity received from the RIK host. Prepare AF Forms 1995 for daily receipts or for a total quantity. Make this determination based on how the RIK host is going to prepare their bill. This should be coordinated prior to the start of the exercise or contingency.

1.76.11.2. Attach AF Forms 1995 to foreign government documents and forward to the RIK administrator in accordance with paragraph 1.105.

1.76.11.3. Process 1RF transactions for fuel issued during the exercise. The total of the issues should be the sum of the defuels processed for the truck/bladder fills. Ensure that any defuel/return to bulks are credited by the

foreign government.

SBSS	Process	Remarks
1PR		
1RP		
1DF	X	Defuels add fuel to inventory and data for M-28.
1RF	X	Refuels will zero out inventory created by defuels.
1SP		
FAMS-A ENTERPRISE		
1RF	X	Bills flying organization.
1DF	X	Creates audit trail.

1.76.12. RIK in-flight refuelings require extra attention by the processing bases due to the verification process that the RIK administrator must attend to. RIK in-flight transactions are only processed for issues to the Turkish Forces and Italian Air Force. All RIK in-flight transactions will be processed with TID Code “O”.

1.76.13. For Italian and Turkish in-flight issues use the following procedures to complete the AF Form 791.

1.76.13.1. Ensure that the AF Form 791 is completed properly. Improperly completed forms will be returned and must be reverse-posted until the proper information can be obtained. It is the flying organization’s responsibility to complete the form properly.

1.76.13.2. Annotate RIK next to each RIK issue on the AF Form 791.

1.76.13.3. Make two copies of the AF Form 791 and certify them as true and accurate copies. This can be done by writing or typing, “I certify these copies to be true and accurate,” and then sign the copy. This is a standard procedure when working the foreign countries and copied documents.

1.76.13.4. The original copy of the AF Form 791 will be kept in the Daily Document Control file. The second copy will be kept for forwarding with the M-28 Report at the end of the month.

1.76.14. In addition to the AF Form 791, the Turkish military requires that an AF Form 1995 be completed for each issue annotated on the AF Form 791.

1.76.14.1. Prepare an AF Form 1995 for each in-flight issue with the following information:

1.76.14.1.1. Block C: US-Turkish RIK.

1.76.14.1.2. Block D: Ministry of National Defense, Air Force Command, Ankara, Turkey.

1.76.14.1.3. Month:

1.76.14.1.4. Call Sign:

1.76.14.1.5. Acft Type:

1.76.14.1.6. Tail No:

1.76.14.1.7. Quantity: Convert pounds to gallons.

1.76.14.1.8. Block F:

1.76.14.1.9. Issued By: Print Boom Operator's Name.

1.76.14.1.10. Receiver: In-flight Issue.

1.76.14.1.11. Block G: Preparer's Name and Rank.

1.76.14.2. Copy 1 will be retained in the Daily Document Control File.

1.76.14.3. Copies 2 and 3 will be attached to the certified copy of the AF Form 791 and filed in a suspense folder until the M-28 report is reconciled.

1.76.14.4. Copy 5 will be used to reconcile the M-28 report and then forwarded with the certified AF Form 791 and copies 2 and 3 of the AF Form 1995 to the RIK administrator in accordance with paragraph 1.105.

SBSS	Process	Remarks
1RD	X	Creates details for M-28 report.
FAMS-A ENTERPRISE		
1RF	X	
1DF	X	

1.77. Special Issues (Including Non-Fly) -- Aviation Fuels.

1.77.1. This paragraph prescribes procedures for recording non-fly issues of aviation fuels. It also provides procedures for recording issues in special circumstances which occur infrequently at most bases.

1.77.2. Non-fly issues are generally defined as issues to all equipment other than aircraft such as to missiles, engines (for block test), aerospace ground equipment, etc.

1.77.3. Non-fly issues and defuels will be recorded on AF Form 1994 and identified by entering TID code "N" in column 7 and the assigned organization code in block B, organization. The organization code will be the same as that used for other commodity requirements of the consuming organization. Although non-fly issues/defuels are recorded in the same manner as issues to aircraft (paragraph 1.69.), such issues will not reflect a signal code or tail number. Also, except as required by paragraphs 1.77.4. through 1.77.7., these issues will not include a fund code or aviation fuels reporting designator. All data on the left side of AF Form 1994 will be entered according to standard procedures (paragraph 1.69.) using an imprinter with station plate, if available.

1.77.4. Non-fly issues in support of the scheduled depot maintenance program (including flight test) will be recorded as prescribed in paragraph 1.77.3. However, these issues will include the applicable depot CIC (attachment 1E-7--for example "IOC"), fund code, and aircraft M/D/S.

1.77.5. Issues of aviation fuel from AF bases to DEWLINE sites and authorized contract aircraft supporting DEWLINE sites will be documented on AF Form 1994 as prescribed by paragraph 1.77.3., using CIC "ACC," TID code "N," fund code "30," and the organization code established locally to cover these issues.

1.77.6. Issues of aviation fuel to aircraft enroute to/from the Air Force museum will be recorded on AF Form 1994. These issues will be charged to CIC "LOG," TID code "N," fund code "30," and the organization code established locally to cover these issues.

1.77.7. Avfuels credit cards will not be removed from aircraft when they depart for AFMC depots or contract

facilities. Issues to aircraft enroute to these facilities will be treated as a normal fly issue and charged to the releasing command CIC and home station DODAAC. Product defueled from these aircraft prior to start of depot work will be credited to the releasing command CIC and home station DODAAC. Upon release from AFMC depots and contract facilities, flyaway issues and issues enroute to home station will be charged to the releasing command and home station, as above, unless the aircraft is being reassigned. In such cases the aircraft maintenance section responsible for placing the AFTO Form 781F aboard the aircraft will be responsible for having a new credit card (attachment 1E-2) prepared and placing it aboard before the aircraft departs. The new credit card will reflect the gaining command CIC and home station DODAAC.

1.77.8. Issues of aviation fuel to new production aircraft enroute to their first USAF assignment base will be recorded on AF Form 1994 using the standard data below. Upon arrival at the first assignment base a new credit card will be prepared to reflect the gaining command/base data. Standard data for issues to new production aircraft are:

1.77.8.1. CIC = ASD.

1.77.8.2. TID code = J.

1.77.8.3. Supplementary address = F03000.

1.77.8.4. Signal code = B.

1.77.8.5. Fund code = 61.

1.77.8.6. M/D/S = (Enter mission, design, and series).

1.77.8.7. Aircraft serial no. = (Enter all eight digits).

1.77.8.8. Home Station DODAAC = FP2050.

1.77.9. Aircraft enroute to foreign countries under USAF and US Navy FMS programs frequently transit AF bases for fuel and other routine services.

1.77.9.1. Ownership of the aircraft is the key to determining the correct billing for fuel issued to FMS aircraft. In some cases ownership passes to the foreign government prior to departure from the origin point, while in other cases the ownership is not transferred until arrival at final destination. Usually, aircraft ownership can be determined by reviewing aircraft documentation.

1.77.9.1.1. Aircraft which remain USAF property until delivery will have standard USAF markings and will have AFTO Form 781, **AFORM Aircrew/Mission Flight Data Document**, documents on board.

1.77.9.1.2. Aircraft which have been transferred to the foreign government at origin point will usually be operated by foreign personnel or by US contract personnel operating under contract to the foreign government. Normally advance information on these aircraft and crew personnel is transmitted to all enroute bases by HQ USAF/CVAFI in an aircraft landing authorization message.

1.77.9.1.3. Aircraft delivered under US Navy FMS programs carry credit cards which are embossed in essentially the same manner as all other Navy credit cards. All necessary billing information is reflected on these credit cards.

1.77.9.2. When the aircraft belongs to a foreign government, fuel issues will be documented in the normal manner on AF Form 1995. Enter CIC "FRG" or applicable country code in columns 4-6. Enter the complete billing address along with the aircraft type and tail number in block D.

1.77.9.3. When the aircraft remains in possession of the US Air Force, fuel issues will be recorded on AF Form 1995 using CIC "FMS." Enter the following information in block D:

1.77.9.3.1. Billing address of "ACC AOS/AODS, 30 Elm Street, Langley AFB, VA 23665-1094."

1.77.9.3.2. Applicable country code, case code, and line number. Using "BA-SGA/032" as an example, "BA" is the country code, followed by "SGA" the case code, and "032" the line number. This information may be found in the mission directive on board the aircraft.

1.77.9.3.3. Type of aircraft and aircraft serial number.

1.77.9.4. When the aircraft is being delivered under a Navy FMS program, use the credit card on board the aircraft to record the issue on AF Form 1994. Process the issue as any other issue to US Navy aircraft (paragraph 1.69.).

1.77.9.5. AF Forms 1995, which record USAF and foreign government FMS issues, will be processed at base level using normal procedures. Three copies of the AF Form 1995 will be forwarded to DFAS-SA/AQR.

1.77.10. USAF aircraft being operated by contractors as government-furnished property (bailed aircraft) will have an avfuels credit card, when authorized to obtain aviation fuel at the DESC standard price. The credit card will be provided by, or prepared at the direction of, SA-ALC/SFR. Credit cards will indicate CIC "SYS" and TID code "X" along with the applicable billing data. When crew personnel present these credit cards, the issue will be recorded as a normal USAF issue on AF Form 1994. When bailed aircraft do not have a credit card as described, the issuing agency will contact SA-ALC/SFR.

1.77.11. Aviation fuel issues to Civil Air Patrol (CAP) aircraft will be on a cash basis, unless notified otherwise by the applicable MAJCOM fuels office or higher authority. Aviation fuel issues will be recorded on AF Form 1995.

1.77.12. The US Navy and Marine Corps ferry aircraft from one location to another. Because these aircraft are dispatched on short notice, they usually do not have an avfuels credit card on board. When US Navy/Marine Corps aircraft transit AF bases and the pilot/crew member advises that the aircraft is in ferry status, enter billing information on AF Form 1994 as follows:

1.77.12.1. Customer ID -- Enter "USN."

1.77.12.2. Signal Code -- Enter "A."

1.77.12.3. Fund Code -- Enter "7B."

1.77.12.4. Home Station DODAAC -- Enter "V09001."

1.77.12.5. Block F -- Enter complete aircraft tail number.

1.77.13. Issues to morale, welfare, and recreation (MWR) activities may be charged to the MWR on a reimbursable basis. The organization must have a project funds management record (PFMR) established and organization cost center record and organization code assigned.

1.78. Vehicle Serv-O-Plates, Ground Fuel Credit Cards, and Vehicle Identification Links (VIL).

1.78.1. At bases supported by an Automated Fuel Service Station (AFSS), a VIL will be required identification for all ground fuel issues to vehicles in the On Line Vehicle Interactive Management System (OLVIMS). Additionally, BFMO will prepare AF Form 1252, **USAF Vehicle Serv-O-Plate**, or AF Form 1295, **USAF Ground Fuel Identaplate**, when necessary for base assigned vehicles. It is the responsibility of Vehicle

Operations and Vehicle Control Officers (VCO) to ensure the information on the VIL's is correct. It is the using organization's responsibility to provide VIL. The Fuels Management Office will update the information on the VIL's and Lockout any VIL's from the AFSS as deemed necessary by the VCO or Vehicle Operations.

1.78.2. At bases not supported by AFSS a vehicle servo-plate (AF Form 1252) or a ground fuel credit card (AF Form 1295) will be the required identification for all ground fuels issued to vehicles in the OLVIMS. AF Forms 1252 for OLVIMS issues will be embossed by transportation according to AFI 24-301, *Vehicle Operations*, and AFMAN 24-309, *Vehicle Operations*. A new AF Form 1252 must be embossed each time a permanently assigned vehicle is reassigned to another organization. Local controls will be established by vehicle operations to ensure that new AF Forms 1252 are prepared and replaced forms are destroyed. The BFMO will provide the following information to vehicle operations for embossing on the vehicle serv-o-plate:

1.78.2.1. CIC (Attachment 1E-7). Use the code applicable to the parent command of the consuming organization.

1.78.2.2. Base supply organizational code.

1.78.2.3. Home station "FP" DODAAC.

1.78.3. Occasionally, commercial vehicles are rented or leased to augment the transportation fleet. A letter from vehicle operations listing the license numbers and supply organizational codes may be provided in lieu of issuing AF Form 1252 for periods of less than 10 days at non-AFSS bases. A VIL will be provided regardless of lease period at AFSS installations.

1.78.4. At the option of the FMO, a VIL may be set up for Air Force transient vehicles and used exclusively for that purpose in lieu of manual form preparation.

1.78.5. AF Forms 1252 or AF Forms 1295 will be used as identification for ground fuel consuming equipment, facilities, and non-VIMS (vehicle interactive management system) vehicles. An exception is permitted in cases where issues to a particular organization are one-time or extremely infrequent. In such cases manual entry of customer billing data is permissible. Non-VIMS issues of bulk ground fuels will be embossed according to attachment 1E-4. Organization records and project funds management records (PFMR) will be the data source to determine correct CIC and TID code for credit card preparation. The organizational CIC will always be used, not the host base MAJCOM or other MAJCOM. Base accounting and finance can help provide sales code information and assistance when requested. **NOTE:** The maximum number of codes that can be encoded on a VIL is eight. When encoding VIL's, include all product codes for products suitable for use in the vehicle. See attachment 1D-1 for the list of applicable codes.

1.79. Issues/Defuels -- Ground Fuels.

1.79.1. All ground fuel issues will be accounted for on AF Form 1994 (DoD) or AF Form 1995 (non-DoD) with the exception of AFCC or automated fuels dispensing system issues. Any of these issues which result in a fraction of a gallon will be rounded to the nearest whole gallon. For example, 8.4 would be 8, 8.5 would be 9. AFM 67-413V1 will be used to determine data entries.

1.79.2. Distribution of AF Form 1994 and 1995.

AF Form 1994:	<p><u>Copy 1:</u> Retained by the BFMO and placed in the document control file.</p> <p><u>Copy 2:</u> Provided to the customer receiving the fuel at the point of sale.</p> <p><u>Copy 3:</u> Used to input the transaction into FAMS and may be disposed of</p>
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	by the BFMO when no longer needed.
AF Form 1995:	<u>Copy 1</u> : Retained by the BFMO as the document control copy. <u>Copies 2 and 3</u> : Forwarded to the FSO. <u>Copy 4</u> : Given to the customer receiving the fuel at the point of sale. <u>Copies 5 and 6</u> : Discarded if not needed.

1.79.3. Base Assigned Vehicles. Issues to vehicles permanently assigned to the base, i.e., Air Police, Maintenance, Supply, Operations, etc., require no special data entries other than those listed in AFM 67-413V1.

1.79.4. Transient Issues.

1.79.4.1. Air Force. The phrase "TRANSIENT ISSUE" will be entered in block G without exception. The FMO should closely monitor these issues to ensure neighboring installations are not abusing the system. Example: Base "A" sends vehicles to base "B" for automotive fuel merely to prevent use of its own stocks. Any suspected abuse of this nature should be reported to the installation commander through the Chief of Supply.

1.79.4.2. Other DoD. Transient DoD agency issues to other than Air Force (Army, Navy, AFRC, ANG, Marines, etc.) will also have the statement "TRANSIENT ISSUE" entered in block G. Occasionally, accounting and finance (A&F) may request a copy of the document to support billing action.

1.79.4.3. Non-DoD. Transient issues to non-DoD government agencies will be handscripted on AF Form 1995 in the 1RF format. In addition to the required 1RF data, a legible signature will be obtained from the customer in block F. The complete billing address, vehicle make, model, and registration number will be entered in block D. For special instructions on issues to transient General Services Administration (GSA) vehicles, refer to AFM 67-413V1.

1.79.4.4. DoD Leased or Rented Vehicles. Air Force military or civilian personnel on TDY status who are authorized on orders to rent or lease a vehicle (not contracted through base contracting offices) must obtain a government credit card from their home station transportation office for purchase of fuel at off-base locations or use reimbursable funds, i.e., American Express card, etc., to purchase fuel at an off-base location. Manual issues may still need to be performed on DoD vehicles that do not have the capability to purchase fuel at an off-base location. At the option of the FMO, a VIL may be set up for off-base federal government vehicles which frequently access the base service station in lieu of manual form preparation.

1.79.5. Issues from Organization Tanks.

1.79.5.1. Vehicle Issues.

1.79.5.1.1. Issues to USAF numbered vehicles are made using the AF Form 1994. The 1RD format will be used for all DoD vehicle issues for organization tanks, regardless of the owning organization. Processing the AF Form 1994 in the 1RD format gives credit to the issuing organization, charges the issue to the vehicle's organization (even if the same organization), and, when needed, creates output data for VIMS.

1.79.5.1.2. Issues to vehicles other than DoD are made on the AF Form 1995 in the 1RF format. An AF Form 1994, in the 1DF format, must be made to give credit to the organization issuing the fuel (AFMAN 23-110V2PT2, chapter 34, attachment 1D-5).

1.79.5.2. Equipment Issues.

1.79.5.2.1. If the equipment receiving the fuel from the issue tank is owned by the same organization that owns

the fuel, and the intended use is the same as the TID code used when the organizational issue tank was filled, no issue documentation is required other than that determined locally. For example, TID code 3 (indicates fuel is to be used in support equipment) was used when the issue tank was filled and the fuel was then issued to support equipment (TID code 3) assigned to the organization that owns the fuel.

1.79.5.2.2. If the equipment receiving the fuel is owned by the same organization that owns the fuel, and the intended use is different from the TID code used to fill the organizational issue tank, an AF Form 1994 in the 1RD format must be processed. For example, TID code 3 was used to fill the issue tank and then the fuel was reissued to a lawn mower TID 4 (other USAF non-VIMS issues/defuels).

1.79.5.2.3. If the equipment receiving the fuel is not owned by the organization that owns the fuel, process an AF Form 1994 in the 1RD format.

1.79.6. At some bases numerous issues are made in small quantities to support tanks and generators. When authorized by command fuels office and coordinated with the customer, such issues may be consolidated on one AF Form 1994 provided all credit card data is identical, excluding the building number. Command/base developed forms may be used for recording the individual issues.

1.79.7. Accounting procedures to be used when JP-8 fuel is utilized as ground fuel.

1.79.7.1. Establish a separate item record for DF8 as follows:

1.79.7.1.1. Process a TRIC FIL for NSN 9130-01-281-5692.

1.79.7.1.2. Process a TRIC 1AA to link DF8 as a part number to the NSN 9130-01-281-5692.

1.79.7.2. Process a TRIC FCH, identity change, for the total amount of JP-8 which was used as DF8 to establish an item record balance. DF8 issues can then be processed and zero out the record balance.

1.79.7.3. Processing of TRIC 1FE to establish SIOATH/contract data for DF8 will not be required, since JP-8 is the source of supply. **NOTE:** The DF8 NSN will be used to track JP-8 that is utilized as ground fuel. For requisitioning purposes NSN 9130-01-031-5816 will be used.

1.80. Direct Issues of Ground Fuels by Contractors to Organization Tanks.

1.80.1. When issues of bulk ground fuels are to be made from a contractor's conveyance (tank truck only) directly into a customer's organization tank on a single drop delivery, the contractor's tank truck operator will report to the BFMO or the location designated by the FMO.

1.80.1.1. Upon arrival at the designated location, a qualified fuel specialist will:

1.80.1.1.1. Comply with the provisions of section 1C.

1.80.1.1.2. Determine the quantity delivered on the basis of DD Form 250 vendor's delivery document or certified capacity tables of the loaded tank truck. Drain off all water that is present before determining the total quantity delivered. Enter total quantity delivered on the DD Form 250 vendors delivery document.

1.80.1.1.3. Prepare AF Form 1994 (TRIC "1RF") to reflect issue of the product being delivered. All issue data prescribed by paragraph 1.79. will be entered on AF Form 1994 except the quantity.

1.80.1.1.4. Give the partially completed AF Form 1994 to the contractor's tank truck operator and dispatch the operator to the organization tank to be filled.

1.80.1.1.5. Instruct the contractor's tank truck operator to return the AF Form 1994 to the BFMO or location designated by the FMO.

1.80.1.2. Upon arrival at the organization tank, the authorized custodian will:

1.80.1.2.1. Supervise the tank truck operator as the product is unloaded into the organization tank and insure the truck is empty.

1.80.1.2.2. Obtain the AF Form 1994 from the contractor's tank truck operator, enter the quantity received in columns 25-29, and sign for receipt of the product.

1.80.1.2.3. Return the AF Form 1994 to contractor's tank truck operator for return to BFMO.

1.80.1.3. Upon return of the contractor's tank truck, the fuels specialist will:

1.80.1.3.1. Check tank to assure that it is completely empty.

1.80.1.3.2. Obtain the AF Form 1994 and check to assure that all information has been properly recorded.

1.80.1.3.3. Input TRIC "IRP" to reflect receipt of product (paragraph 1.95.5.). **NOTE:** When direct contract deliveries are made to off-base activities located at a distance where it is not practical to report to the BFMO before and after receipt, the authorized tank custodian will accomplish all actions required of the fuels specialist (paragraph 1.80.1.). The completed AF Form 1994 reflecting the issue transaction and DD Form 250/vendors delivery ticket will be forwarded to the responsible BFMO within 24 hours of receipt or, in the case of weekends or holidays, on the next duty day. In certain cases tank custodians are assigned continuous tours of duty which exceed 24 hours. For example, the authorized tank custodian at most missile sites have 72 hour tours of duty. In situations of this type the delivery ticket may be turned in at the end of the tour of duty.

1.80.1.3.4. Forward copy number 2 of the completed AF Form 1994 to the office responsible for the organization tank.

1.80.2. When issues of bulk ground fuels are to be made from a contractor's conveyance (tank truck only) directly into organization tanks on multiple drop bulk delivery contracts, the contractor's tank truck operator will report to the BFMO or the location designated by the FMO.

1.80.2.1. Upon arrival at the designated location, a qualified fuels specialist will:

1.80.2.1.1. Comply with the provisions of section 1C.

1.80.2.1.2. Prepare AF Form 1994 (TRIC "IRF") to reflect issue of the product delivered. All issue data prescribed by paragraph 1.79. will be entered on AF Form 1994 except the quantity.

1.80.2.1.3. If the truck is equipped with a totalizer meter, enter the beginning meter reading in block I, AF Form 1994.

1.80.2.2. A qualified AF representative briefed by the FMO may escort the contractor's vehicle; however, the FMO, in coordination with organizational commanders concerned, may authorize the contractor to make unescorted multiple drop deliveries. When unescorted deliveries are authorized, the AF representative will obtain a list of facilities to be serviced from the contractor's tank truck operator, so that appropriate tank custodians can be notified to supervise delivery. **NOTE:** If the contractor conveyance is escorted, tank custodians need not be notified. The escort official will supervise receipt and sign the delivery forms.

1.80.2.3. The contractor's tank truck will then proceed to all designated tanks. A separate contractor's delivery ticket must be accomplished for all tanks serviced when the tank truck is not equipped with a totalizer meter. The delivery ticket will indicate the organization tank, equipment or facility numbers, the quantity delivered into the organization tank at each location, and will be signed by the tank custodian. When tank trucks are equipped with a totalizer, a consolidated delivery ticket may be accomplished for all tanks serviced; however, the delivery ticket

will indicate the organization tank, equipment or facility number, the quantity in gallons delivered into the organizational tanks, and will be signed by the tank custodians.

1.80.2.4. Upon completion of deliveries, the contractor's tank truck operator must return to the BFMO or other designated location and provide delivery tickets.

1.80.2.5. The AF representative will inspect the contractor tank truck to ensure it is completely empty. He will then complete the AF Form 1994 initiated according to paragraph 1.80.2., as follows:

1.80.2.5.1. If the truck is equipped with a totalizer meter, enter the ending totalizer meter reading in block I, AF Form 1994, and determine the total number of gallons issued by subtracting the beginning meter reading from the ending meter reading. If the truck meter records only individual issues, total all fuel issued on the vendor's delivery ticket to determine the total quantity issued.

1.80.2.5.2. Enter the total quantity issued in columns 25-29, AF Form 1994.

1.80.2.5.3. Verify the tank custodian's signatures on the vendor's delivery document.

1.80.2.5.4. Input TRIC "IRP" to reflect receipt of the product (paragraph 1.95.5.).

1.80.2.5.2. Forward copy number 2 of completed AF Form 1994 to the office responsible for the organization tanks. This copy will be accompanied by a list reflecting quantity issued to each location by facility or equipment number.

1.80.3. When issues of AF-owned bulk ground fuels are to be made by a contractor's conveyance (tank truck only) directly into organization tanks on multiple drop delivery contracts, the contractor's tank truck operator will report to the bulk fuels storage area.

1.80.3.1. Upon arrival at the fuels storage area, a qualified AF representative will:

1.80.3.1.1. Check the contractor's tank truck to ensure it is completely empty.

1.80.3.1.2. Fill the contractors tank truck to capacity, or with a predetermined quantity as necessary to fulfill customer requirements.

1.80.3.1.3. Enter the contractor's tank truck license plate number in block 4, Refueling Unit No, AF Form 1232. If the truck is equipped with a totalizer meter, enter the beginning meter reading on the AF Form 1232.

1.80.3.1.4. Issue the contractor's tank truck operator sufficient quantities of AF Form 1994 for recording individual issues.

1.80.3.2. A qualified AF representative may escort the contractor's vehicle; however, the FMO in coordination with organizational commanders concerned, may authorize the contractor to make unescorted deliveries. When unescorted deliveries are authorized, the AF representative will obtain a list of facilities to be serviced from the contractor tank truck operator, so that appropriate tank custodian can be notified and therefore be available to receipt for fuel delivered. **NOTE:** If the contractor conveyance is escorted, tank custodians need not be notified. The escort official will receipt for the quantity of fuel delivered.

1.80.3.3. The contractor's tank truck will proceed to all designated tanks. If a separate AF Form 1994 is accomplished for each tank serviced, the form will indicate the beginning and ending totalizer readings, quantity delivered, and tank or facility number in block I, and will be signed by the tank custodian or escort. However, these deliveries may be consolidated (by organization) by preparing a single AF Form 1994 for the total amount and attaching the supporting AF Forms 1994 to the consolidated form.

1.80.3.4. Upon completion of each truck load of deliveries, the contractor's tank truck operator must return to the bulk fuels storage area and submit all accomplished AF Forms 1994 and AF Form 1232 to the bulk storage attendant.

1.80.3.5. The bulk storage attendant will:

1.80.3.5.1. Review the completed AF Forms 1994 for completeness and verify the signature.

1.80.3.5.2. If the truck is equipped with a totalizer meter, enter the ending meter reading on the AF Form 1232 and determine the total gallons issued by subtracting the beginning meter reading from the ending meter reading.

1.80.3.5.3. Verify the total amount delivered by adding each issue document and comparing that total with the total obtained between meter readings.

1.80.3.5.4. Inspect the contractor's tank truck to ensure it is completely empty prior to releasing the truck.

1.81. Cash Sales -- Ground Fuels.

1.81.1. Ground fuels may be sold for cash only in overseas theaters.

1.81.2. Cash sales to non-DoD customers will be assessed a 5.02% surcharge. This surcharge will be calculated as shown in the following example:

MUR 100 gl @ \$0.87 per gl = \$87.00

Surcharge \$87.00 * 5.02% = \$ 4.37

Total = \$91.37

1.81.3. Cash sales may be recorded by use of an AF Form 1252 embossed to record issues on AF Form 1995 as follows:

1.81.3.1. "CSH."

1.81.3.2. TID code -- "8."

1.81.3.3. Organization code -- As established by base supply.

1.81.3.4. Home station -- "Cash sale."

1.81.3.5. Block (Serv-O-Plate line 3, positions 3-10) -- "NON-VIMS."

1.81.4. Cash sales will be recorded on AF Form 1995 in an original and two copies. Copy number 2 will be given to the customer and the remainder forwarded to the BFMO accounting section for processing.

1.81.5. A handscribed AF Form 1995 will be prepared to consolidate all cash sales daily for each grade of product provided.

1.81.5.1. A service station is operated for the sole purpose of selling to non-DoD customers authorized by section 1D; or

1.81.5.2. Local procedures are established to control and document individual issues (cash register tape, etc.).

1.81.6. DD Form 1131 will be prepared daily to record cash collected. The DD Form 1131 will be prepared and processed according to DFAS-DER 7010-2, *Commercial Transactions at Base Level (PA)*, and local procedures as prescribed by the DAO.

1.82. Issues at Non-Air Force Locations -- Ground Fuels.

1.82.1. Purchases of ground fuel at non-Air Force locations are recorded on AF Form 15, **United States Air Force Invoice**; credit card purchases using SF 149, **U.S. Government National Credit Card**; charge sales at other DoD locations; and use of coupons at various overseas locations.

1.82.2. The maintenance control and analysis office in transportation provides a copy of AF Form 1994 for each ground fuel purchased by AF-owned or operated (rental/leased) vehicles to the BFMO. They will also provide copies of the AF Form 15. Other base activities purchasing ground fuel at non-AF locations should forward copies of the charge sales documents to the BFMO.

1.82.3. The BFMO accounting element will prepare a ground fuel charge transaction (1GC) to record the purchase and charge the using organization. The procedures for completing the 1GC are contained in AFM 67-413V1.

1.82.4. After the 1GC is processed, make a copy of the refueling document and send the original to accounting and finance. One copy of the refueling document will be retained as an accountable document.

1.82.5. The Air National Guard receives ground fuel under state support arrangements and is a free issue under the AF stock fund. These issues will be processed using TRIC 1ME. Format for the 1ME is contained in AFM 67-413V1.

1.83. Contaminated Fuel/Off-Specification Bulk Oil.

1.83.1. Guidance for reporting and management of off-specification Defense Logistics Agency (DLA) owned product is found in DoDM 4140.25, volume II, chapter 7, section G.

1.83.2. Disposition of non-DLA owned contaminated fuel.

1.83.2.1. Product directed condemned by an official inspector in compliance with a technical order or other directive will be downgraded to a lower grade of product. When the product is not suitable for downgrading, the BFMO will determine how best to use the fuel (such as, fire-fighting, heating plants, or other permissible uses). Fuel disposed of in this manner will be dropped from the item records by processing a special inventory adjustment.

1.83.2.2. Whenever possible, laboratory analysis will be used to determine whether fuel suspected of contamination is suitable for use as the original product. (When bulk jet fuel, grade JP4, is contaminated, disposition instructions will be obtained from SA-ALC/SFT.) If the quantity involved is not large enough to justify the cost of analysis, or if time will not permit analysis, the FMO must exercise the best judgment in determining the use of this product.

1.83.2.3. In some cases, fuel of a lower grade may be commingled with fuel of a higher grade in such small quantities that the two grades so commingled will still meet specification requirements of the higher grade fuel. If, after laboratory analysis, such is found to be the case, the lower grade fuel will be upgraded and the two grades so commingled will be carried as fuel of the higher grade. Inventory will be adjusted for upgraded fuel as prescribed in paragraph 1.84.

1.83.2.4. Petroleum Products Required for Crash Fire Fighter Programs. To carry out this training, contaminated or off-specification (unused) motor, aircraft, or ground vehicle motor fuels and oils (unused) which meet both environmental and training requirements may be issued to the base fire department provided the oil-to-fuel ratio (if mixed) does not exceed the limits outlined in AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*. Should insufficient contaminated fuels and oils for training programs be generated locally, the uncontaminated product costing the least may be used. If such product is an aviation fuel item

(attachment 1D-1, part II), it will be charged to the using command CIC TID code "N." If such product is a ground fuel item (attachment 1D-1, part II), it will be charged to the using command CIC TID code "4" and appropriate organization code.

1.83.3. Contaminated and off-specification fuel will be reported according to AFI 23-201, *Fuels Management*.

1.84. Fuel Grade Change.

1.84.1. Guidance for fuel grade change of DLA owned product is in DoDM 4140.25, volume II, chapter 10, subsection C6.

1.84.2. If non-DLA owned fuels become contaminated or changed in characteristics and are no longer suitable for use as the original grade. Before any type of disposal action, determine if the fuel can be used as a lower grade. If it is suitable for the lower grade, the bulk storage attendant will:

1.84.2.1. Record the fuel downgraded as an issue from bulk on the applicable AF Form 1233.

1.84.2.2. In the column headed "Unit No" enter "ID Chg to (Grade)." If the quantity downgraded is unmetered, it will be so annotated and excluded from the total issues computation.

1.84.3. The BFMO accounting section will input an identity change (TRIC "FCH") according to AFM 67-413V1, Sec. 18.3.4., and AFMAN 23-110V2PT2, chapter 14, attachment 1B-6. This input will cause a DD Form 1348-7 to be prepared which will be signed by the FMO and then filed along with other accountable documents.

1.85. Documentation of Contaminated Fuel.

1.85.1. Guidance for documentation of DLA owned product is in DoDM 4140.25, volume II, chapter 10, subsection C6.

1.85.2. When non-DLA owned fuel on BFMO accountable records becomes contaminated to the extent it is not suitable for use as any grade of product, it will be offered to the base fire department or other organizations that can use the fuel in an environmentally acceptable manner. Otherwise they will be disposed of through a Defense Reutilization and Marketing Office (DRMO). The bulk storage attendant will record the disposal action on AF Form 1233 in the "issues" section and it will be identified by entering "condemned" in the "unit no" column. If the condemned quantity is unmetered, it will be so annotated and excluded from the total issues computation.

1.85.3. Non-DLA fuel transferred to the fire department or other organizations, as outlined in paragraph 1.85.1., will be dropped from the item records by the fuels accountant by inputting an inventory adjustment (TRIC "1RM"), TEX code "Z" according to AFM 67-413V1, Sec. 18.3.3.

1.85.4. The DRMO will not take physical control of contaminated or excess petroleum products. When disposal action is necessary, notify the DRMO of the grade of product and quantity available for disposal. When the DRMO notifies the BFMO that a disposal contract has been negotiated, input a disposal transfer (TRIC "1SP") according to AFM 67-413V1, Sec. 17. This input will be used to transfer the product to the contractor through the DRMO. Transfers will be signed by the DRMO authorized representative.

1.85.5. When the product other than tank bottom has been condemned by a means other than a technical order and the value of the product exceeds \$250.00, prepare and process DD Form 200, **Financial Liability Investigation of Property Loss**. One copy DD Form 200 and DD Form 1348-7 will be retained in the BFMO files along with other accountable documents.

1.86. Tank Cleaning Losses.

1.86.1. Guidance on tank cleaning for DLA owned product is in DoDM 4140.25, volume II, chapter 10, section C-6.

1.86.2. Non-DLA recoverable tank bottoms which are unsuitable for use as any grade of fuel will be handled according to paragraph 1.84. Tank bottom product which cannot be recovered for downgrading or transfer may be dropped from records by inputting an inventory adjustment (TRIC "IRM" and TEX "D") according to AFM 67-413V1, Section 18.3.3., for ground fuel. These adjustments will be certified and approved according to paragraph 1.101.1. and will be supported by a statement certifying the product to be nonrecoverable.

1.87. Reclaimed Petroleum Products.

1.87.1. Reclaimed fuel collected according to T.O. 00-25-172 or T.O. 42B-1-23 will be returned to the base fuels account (bulk storage) only after it has been quality checked and determined to be suitable for use as a grade of product in base inventory. The base fuels laboratory, in conjunction with the applicable area laboratory, may be used to ascertain product quality and suitability. Product will be returned as the grade for which it qualifies for use.

1.87.2. Reclaimed fuel must be credited back to the appropriate flying hour program whenever possible. When a determination cannot be made as to owner of the fuel, the reclaimed amount will be credited equally to all the flying organizations which could have contributed to the reclaimed product. The BFMO must prepare a shipment (1SP) to DESC for the 1DF quantity using the procedures in AFM 67-413V1, Section 17, and AFI 23-502. Prepare a P39 transaction for DFAMS reflecting the same quantity and document number as the 1SP.

1.87.3. Fuel which is determined to be unsuitable for use will be processed according to paragraph 1.85.

1.88. Wet-Wing Defueling Procedures--Aviation Fuels.

1.88.1. A wet-wing defueling operation involves the transfer of fuel from one aircraft (normally C-5 C-141, or C-130), known as the "provider," to another aircraft. Fuel transfer takes place on the ground and, therefore, is not considered an in-flight refueling. By using fuel on board the provider aircraft, other aircraft can be supported for short term operations in forward operating areas.

1.88.2. Flightline issues of fuel to the provider aircraft by refuelers or hydrants will be recorded on AF Form 1994 by servicing personnel as a normal issue.

1.88.3. Wet-wing defueling issues from the provider aircraft will initially be recorded on AF Form 791 by an aircraft crew member. The instructions in attachment 1E-5 will be used by the provider aircraft crew member to document wet-wing defuel issues on AF Form 791. The provider aircraft will be considered the same as an aerial tanker for the purpose of these instructions. BFMOs at provider aircraft bases may reproduce attachment 1E-5 and forward it to the operations branch for use by aircraft crew members. Requisitioning AF Form 791 will be the responsibility of the provider aircraft operations branch.

1.88.4. Prior to a scheduled wet-wing defueling mission, the provider aircraft crew member should obtain information about the aircraft to be refueled. The crew of the receiver aircraft should provide the name of the possessing MAJCOM to the provider aircraft crew. Do not rely on the name of the home station of the aircraft being refueled as an indicator of the possessing MAJCOM. The receiver aircraft home station BFMO may also be contacted to ascertain the correct MAJCOM identification .

1.88.5. The provider aircraft crew should complete AF Form 791 as follows:

Heading:	<ul style="list-style-type: none"> • Enter the date and time of mission start and completion.
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	<ul style="list-style-type: none"> • Enter provider aircraft flying squadron designator, home station, M/D/S and complete serial number. • Enter grade of fuel being serviced.
Issues:	<ul style="list-style-type: none"> • Enter data pertinent to aircraft receiving fuel including possessing MAJCOM, M/D/S, tail number, organization, and home station. • Enter quantity of fuel issued in pounds (interpolate to nearest 100-pound increments) to each aircraft serviced.
	<ul style="list-style-type: none"> • After the mission is completed, the provider aircraft crew member will total the fuel issued and enter name and grade in the space provided. Completed forms will be routed to the provider aircraft home base RDCO as rapidly as possible. When the provider aircraft is away from its home station for an extended period (over 30 days), completed AF Form 791s must be mailed to its home station RDCO for processing.

1.88.6. Upon receipt of AF Forms 791, BFMOs will review the forms for accuracy and completeness. If necessary, the BFMO will obtain missing data. The BFMO will input a 1DF transaction according to the quantity of fuel issued to the provider aircraft according to AFMAN 23-110V2PT2, chapter 34. Conversion from pounds to gallons will be accomplished using standard conversion factors provided in paragraph 1.73.9. This 1DF input transaction will credit the provider aircraft for the fuel issued (defueled). The BFMO will also input a 1RF transaction to reflect the fuel issued to the receiver aircraft. These 1RF input transactions will be completed using the appropriate receiver aircraft information to properly bill the receiver aircraft. Consolidation of issues to like aircraft (M/D/S) is not authorized. **NOTE:** Ensure total gallons for the 1RF input equal the 1DF input quantity. The 1DF input will be processed first with the 1RF input following immediately afterwards.

1.89. Unused.

1.90. Unused.

1.91. Unused.

1.92. Unused.

1.93. Unused.

SECTION 1F-- PHYSICAL INVENTORY, QUANTITY CONTROL RECORDS AND REPORTS.

1.94. General Inventory Policy:

1.94.1. Gains and losses of petroleum products due to handling and temperature variations are recognized as normal occurrences in all aspects of petroleum supply operations. This product characteristic is provided for throughout these instructions by means of recording and applying gains (losses) to the accounting process. However, inventory variations exceeding established tolerances must be investigated and identified for corrective action by the fuels management officer (FMO). Tolerances for Defense Logistics Agency (DLA)-owned products are described in DoD 4140.25-M, V1-4, *DoD Management of Bulk Petroleum Products, Natural Gas, and Coal*, June 1994. These same guidelines will be used for non DLA-owned products for any instructions or guidance on inventory control not provided for by the base environmental office. Care should be taken to ensure a gain/loss analysis capability exists to isolate and/or pinpoint specific tanks/systems in the overall reconciliation process. Inventory control procedures will be performed as mandated by Federal, State, and local requirements. These procedures must be developed locally and coordinated with the base environmental office. All active bulk

fuel storage tanks will be inventoried at least daily as of 2400 hours. The daily physical inventory will be determined by manually gauging tanks and taking temperature readings or by use of an approved automatic tank gauging (ATG) system according to T.O. 37-1-1. An average temperature is required from both above and below ground tanks for each product stored. **NOTE:** An active tank is defined as one which has issued or received product within the past 24 hours.

1.94.2. Temperature and inventory gauging is also required before and after all receipt/transfer operations regardless of the source of supply. The opening and closing gauge quantity readings must be taken within one hour of the receiving operation start and stop times. When temperature compensating meters and/or tank truck meters are used to determine quantities received, a before and after gauge, while not required for accounting, is still required to validate meters and satisfy environmental concerns.

1.94.3. Inactive storage tanks not equipped with a continuous leak detection system will be inventoried daily. Inactive storage tanks equipped with a continuous leak detection system will be inventoried monthly prior to end-of-month close out.

1.94.4. The actual time the physical inventory is taken will be determined by local management based on operational requirements and mission considerations. Regardless of the time taken, the inventory represents the amount of product as of 2400 on the previous day.

1.94.5. A daily inventory reconciliation (close out) is required. All transactions performed (receipts, issues, and transfers) must be processed and reconciled daily after the physical inventory is taken. Fuels Automated Management System (FAMS) processing for weekends and holidays will be accomplished the next duty day. Any abnormal fuel variations or discrepancies detected between the two physical inventories must be investigated immediately.

1.94.6. A daily visual inspection of drums containing products listed in attachment 1D-1 will be conducted for signs of leakage. A physical count will be taken the first day of the month.

1.94.7. End of Month (EOM) is close of business the last day of the month.

1.94.8. End of Year (EOY) is close of business the last day of September. EOY close out procedures will be sent out by SSG/ILSF approximately 90 days before EOY close out. All prior year transactions must be processed before EOM/EOY reports are run.

1.94.9. Base fuels management offices (BFMOs) must use the physical inventory for monthly/yearly reconciliation (close outs). Under no circumstances will a book inventory be used as the ending inventory.

1.95. Recording and Documenting Receipts.

1.95.1. The bulk storage attendant will forward AF Form 1231, **Record of Receipts**, for each grade of bulk product to the BFMO accounting section daily as prescribed by the FMO. AF Form 1231 will be accompanied by all receiving documents (DD Forms 250, **Materiel Inspection and Receiving Report**; DD Forms 250-1, **Tanker/Barge Materiel Inspection and Receiving Report**; DD Forms 1348-1A, **Issue Release/Receipt Document**), vendor's/carrier's delivery tickets, and bills of lading.

1.95.2. Upon receipt of the AF Forms 1231, the BFMO accounting section will:

1.95.2.1. Check the quantities shipped as shown on supporting receiving documents to see that they have been correctly entered in column E, quantity shipped at 60 degrees F.

1.95.2.2. Determine that:

- 1.95.2.2.1. Gauge/meter readings before and after receipt have been entered in columns B and C.
- 1.95.2.2.2. Column D, quantity received, is correct.
- 1.95.2.2.3. Column F, intransit gain (loss), has been entered correctly, when applicable, and is not excessive.
- 1.95.2.3. Ascertain that bill of lading and/or manifest numbers have been correctly entered.
- 1.95.2.4. Add the quantity columns and enter the totals on the AF Form 1231.
- 1.95.2.5. Post the total of the quantity received column to column B, AF Form 1237, **Inventory (Fuels/Missile Propellants)**, for the applicable grade.
- 1.95.2.6. Post the total of the quantity shipped at 60 degrees F column to column C, AF Form 1237, for the applicable grade.
- 1.95.2.7. Forward AF Form 1231 and supporting documents to the FMO for signature. **NOTE:** When advance copies of DD Forms 250 accompany tank truck loads and are subsequently consolidated on one DD Form 250 according to DoDM 4140.25, App 2-5A, the FMO will sign only the consolidated consignee copy. The advance copies of DD Form 250 may be destroyed after verification of entries on the consolidated copy. When advance DD Forms 250 cannot be reconciled with entries on the consolidated DD Form 250, all documents will be retained pending resolution of discrepancies.
- 1.95.3. Receipts of shipments by contract/common carrier tank car/tank truck which exceed intransit loss allowances prescribed by DoDM 4140.25, will be processed according to DoDM 4140.25 and AFJI 24-228, *Reporting of Transportation Discrepancies in Shipments (RCS: MTMC-54(RI))*.
- 1.95.4. When a base receives corrected copies of receiving documents because of an error in the quantity shipped, and the original documents have already been processed, such documents will be processed as follows:
 - 1.95.4.1. Determine that all copies of the corrected documents are clearly marked "corrected."
 - 1.95.4.2. If the corrected quantity shipped and the quantity shipped shown on the original receiving document, together with the differences between the two, are not shown on the corrected receiving document, this information should be placed on the corrected receiving document, with the differences marked "increase" or "decrease," whichever is appropriate.
 - 1.95.4.3. Enter the difference in the AF Form 1231 for the day on which the corrected receiving document was received and in the column headed, "quantity shipped at 60 degrees F." If the difference is a decrease, it should be circled on this AF Form 1231 to be sure that it will be subtracted when the totals on such reports are computed. No entry will be made in the column headed, "quantity received."
 - 1.95.4.4. Attach the corrected receiving document to the original receiving document.
- 1.95.5. For non-DLA owned products, the fuels accountant will input a receipt ("1RP") for each receipt according to AFM 67-413V1 for the quantity received at 60 degrees F (column D, AF Form 1231). Tank truck receipts of aviation fuel which are shipped by the same mode of transportation, from the same supplier, contract, contract item number, shipment number, and order number may be consolidated as one receipt transaction when received during the same 24-hour period (2400 to 2400).
- 1.95.6. Ground fuel receipt from Defense Energy Support Center (DESC), Army, or Navy (routing identifier "S9F," "ARM," and "NAV") must contain the receipt document price in data entry field 73-80 (\$\$CCMMM).
- 1.95.7. One copy of each receiving document applicable to bulk ground fuel received from a DESC terminal will

be mailed to DFAS-CO/SFFP, P.O. Box 182317, Columbus, OH 43218-6250.

1.96. AF Form 1233, Bulk Storage Summary.

1.96.1. Bulk storage attendants prepare AF Form 1233 for each grade of product handled and forward the form to the BFMO accounting section. The BFMO accounting section will process AF Forms 1233 as follows:

1.96.1.1. The AF Form 1233 will support metered/unmetered fuel movement in the bulk storage system.

1.96.1.2. Total the entries in the issues section and enter in the total issues block. Unmetered issues, issues to fueling units for prime, and determinable losses will be excluded from this total.

1.96.1.3. Total the quantities returned to bulk and enter in the space provided.

1.96.1.4. Reconciliation meters.

1.96.1.4.1. Deduct the beginning totalizer meter readings from the ending totalizer meter readings and enter the difference in the total space.

1.96.1.4.2. Add the totals for all meters and enter the sum in the total all meters space.

1.96.1.4.3. Determine the difference, if any, between the total issues and total all meters and enter same in the gain/loss block. If total issues exceed the meter total, line out the word *loss*. If the meter total exceeds total issues, line out the word *gain*. The difference determined by this computation should be nominal, unless the meters have been misread or require recalibration, or supporting documents are in error or incomplete. A difference exceeding one percent of the total metered is excessive. It must be investigated to determine the cause and necessary correction made.

1.96.1.5. Reconciliation-net issues from bulk.

1.96.1.5.1. Enter the total issued to fueling units (excluding determinable losses) in the total issues to Fuel Units space.

1.96.1.5.2. Review the issues section and determine the total of determinable losses, fuel grade changes, and disposal of condemned fuel (supported by DD Form 1348-1A and documents prescribed by paragraph 1.101.1). This total will be entered in the losses space.

1.96.1.5.3. Review the issues section and determine the total shipments to other Air Force (AF) bases/Department of Defense (DoD) activities including unmetered shipments. Enter the total in the total shipments to other bases space.

1.96.1.5.4. Total the quantities entered and enter in the Total space.

1.96.1.5.5. Enter the total quantity returned to bulk in the returned to bulk space.

1.96.1.5.6. Enter fueling unit into service quantity.

1.96.1.5.7. Add returned to bulk and fueling unit into service. Enter amount in total space.

1.96.1.5.8. To determine net issues from bulk subtract total gains from total net issues from bulk and enter in net issues from bulk space.

1.96.2. One copy of each document covering determinable losses will be stapled to AF Form 1233. AF Form 1233 will be filed in order, by date in the document control jacket file. **NOTE:** For AF Forms 1233 used for hydrant pit/hose cart, no reconciliation or net issue computation is prepared. These AF Forms 1233 should be filed with the AF Form 1232, **Bulk Fuel Issue/Defuel Summary**, for the hydrant pit/hose cart that made the

issue to the fueling unit.

1.97. Audit of Issues, Defuels and Sales.

1.97.1. Upon receipt of AF Form 1232 and supporting documents, the BFMO accounting clerk will review all supporting documents to make sure that all entries have been properly made according to section 1E.

1.97.2. Add the quantities shown as issued or defueled on the AF Forms 1994, **Fuels Issue/Defuel Document (DoD)**, and AF Forms 1995, **Fuels Issue/Defuel Document (non-DoD)**, enclosed in each AF Form 1232 and enter the totals in blocks 6, 7, and 8, AF Form 1232. Quantities recirculated through the meters will be included in entries in blocks 7 and 8.

1.97.3. The FMO must establish local procedures to document and control net issues, quantity received from bulk, and gain/loss data.

1.97.4. If the quantity of issues less defuels is greater than the quantity in the received from bulk block, enter the difference as a gain. If the reverse occurs, enter the difference as a loss.

1.97.5. AF Forms 1232 covering operations of fueling units used primarily for defuels will be computed as follows:

1.97.5.1. Subtract block 6 from block 7 and enter the results as a circled figure in the issues less defuels space. The amount returned to the bulk storage as shown in the remarks section will be entered in the received from bulk space as a circled figure since the capacity of this type unit is entered on the AF Form 1232 as zero.

1.97.5.2. If the quantity returned to bulk exceeds the total quantity defueled, enter the difference as a gain. If the reverse occurs, enter the difference as a loss.

1.97.6. When a fueling unit meters defuels, enter the quantity issued plus the quantity defueled and/or recirculated plus the quantity metered to bulk storage (if any) in block 8.

1.97.7. When a fueling unit cannot meter defuels, enter the quantity issued plus the quantity recirculated plus the quantity metered to bulk storage (if any) in block 8.

1.97.8. Totalizer meter readings must be reconciled with total quantity metered by the register meters as follows:

1.97.8.1. Deduct the total difference determined from the total metered in block 8 and enter the difference in the variation space.

1.97.8.2. An abnormal variation indicates that an error may have been made and immediate action should be taken to locate and correct any such error.

1.97.8.3. Recurring variations greater than one-half of one percent of total quantity handled must be monitored and/or investigated.

1.97.9. On AF Form 1232 for pits and hydrants, the amount entered in the received from bulk space will be the same as the amount entered for issues less defuels. No gain or loss will be reflected on AF Form 1232.

1.98. Pipeline Inventory.

1.98.1. Pipeline inventory is defined as inventory carried in the pipeline system on the base. The method of obtaining the inventory of a full line will be a mathematical computation furnished by the civil engineer. The pipeline inventory will include inventory carried in filters/separators or other components of the pipeline system and which are normally kept full when not pressurized.

1.98.2. The product in the pipeline is a part of the overall base inventory. It will normally be kept constant and will be included in the inventory recorded on AF Form 1235, **Physical Inventory (Fuels/Missile Propellants)**. If the pipeline inventory, as certified by the base civil engineer, should be temporarily reduced due to maintenance or some other reason, AF Form 1235 will reflect the quantity determined to be remaining in the pipeline. This quantity may be determined by gauging receiving tanks before and after removal and subtracting the computed quantity from the certified pipeline inventory, or any other method determined to be accurate and approved by the FMO.

1.99. AF Form 1235.

1.99.1. An AF Form 1235 will be prepared daily by the bulk storage attendant/fuels controller. At bases which store the same grade of product in both above and below ground tanks, inventories may be segregated by using separate columns on the same AF Form 1235 or by using two AF Forms 1235. Enter inventory data as follows:

1.99.1.1. Product--Enter the grade of product being inventoried.

1.99.1.2. Tank No--Enter the tank numbers assigned to each grade of product on every third line.

1.99.1.3. Reading--Opposite the applicable tank number, enter the gaugings in feet, inches, and one eighth increments.

1.99.1.4. Quantity--Enter the gallonage of the gaugings for each entry in the reading column as determined from the calibration charts for each tank. The actual quantity of fuel in the tank will be determined by subtracting the second line (water gallonage conversion) from the first line (total gallonage conversion) and will be entered on the third line. Before automatic tank-gauges are used, any accumulated water must be drained or pumped out of the tank. However, on those tanks where it is impossible to remove all water, the most recent water gauging will be used. Determine the drum inventory by multiplying the standard capacity stated herein, by the number of containers received. Standard capacity for specification PPP-D-729 drums is 54 gallons when used for aviation fuel and 55 gallons when used for ground fuel.

1.99.1.5. Temperature--Enter average temperature. **NOTE:** Bases with a large number of bulk storage tanks may, at the option of the FMO, enter the gaugings for fuel and water on one AF Form 1235 and the water gaugings on another AF Form 1235. Quantities applicable to gaugings will be entered in the appropriate columns and totaled to determine the total quantity of fuel and water and the total quantity of water. The total quantity of water will then be subtracted from the total quantity of fuel and water to determine the actual quantity of fuel on hand.

1.99.2. The BFMO accounting section will accomplish the following:

1.99.2.1. Check the form for accuracy and completeness.

1.99.2.2. Enter the refueling unit inventory in the appropriate space.

1.99.2.3. Enter the pipeline inventory in the appropriate space.

1.99.2.4. Total quantities by grade of product on AF Form 1235. When totaling quantities in bulk storage tanks, add only the quantity of fuel entered on every third line as the computed quantity of fuel in the tank. Bases with large numbers of bulk tanks should total the quantities recorded on each page and carry this quantity forward for entry in the total quantity from other page(s) of last form used. **NOTE:** Automated tank gauging printouts are acceptable in lieu of the AF Form 1235.

1.99.3. Procedures in DoDM 4140.25, volume II, chapter 10 requires an inventory on the last calendar day of

the month.

1.100. AF Form 1237, Inventory (Fuels/Missile Propellants).

1.100.1. An AF Form 1237 will be prepared at the beginning of each computer month for each grade of bulk fuel maintained in the base fuels inventory. AF Form 1237 will be prepared in one copy only and will be retained by the BFMO accounting section according to AFMAN 37-139, *Records Disposition Schedule*. The month, grade of fuel, and beginning physical inventory will be entered in the heading. The beginning physical inventory will be the quantity entered in column M for the last day of the prior month. A line is provided for each day of the month on which will be posted the total transactions occurring during the 24-hour period ending at 2400 the following day. Inventories for all fuels and bulk oils will be maintained in gallons. Daily entries will be made as follows:

1.100.2. Receipts.

1.100.2.1. Column B, Quantity Received, corrected to 60 degrees F--Post the total quantity received corrected to 60 degrees F as shown in column D, AF Form 1231.

1.100.2.2. Column C, Quantity Shipped, corrected to 60 degrees F--Post the total quantity shipped at 60 degrees F as shown in column E, AF Form 1231.

1.100.2.3. Column D, Intransit Gain (loss)--Post the gain determined by subtracting column C from column B. If column C is greater than column B, subtract column B from column C and post the difference in parentheses.

1.100.3. Issues.

1.100.3.1. Column E, Hydrant--Post the total hydrant issues less defuels as computed from AF Forms 1232 received from the hydrant pit operators.

1.100.3.2. Column F, Refueling Unit--Post the fueling unit issues less defuels as computed from the AF Form 1232 received from fueling unit operators.

1.100.3.3. Column G, Net Issues--Post the total of columns E and F.

1.100.3.4. Column H, Receipts from Bulk--Post the quantity received by fueling units from bulk storage as computed from AF Forms 1232.

1.100.3.5. Column I, Refueling Unit Gain (loss)--Post the gain determined by subtracting column H from column F. If column H is greater than column F, subtract column F from column H and post the difference in parentheses.

1.100.3.6. From AF Form 1233 determine the quantity of fuel shipped to other AF bases/DoD activities, including unmetered shipments, and post the total in column J. These shipments will be supported by a DD Form 1348-1A or AF Form 1994.

1.100.4. Adjustments.

1.100.4.1. From AF Form 1233 determine the quantity of fuel representing determinable losses, as evidenced by DD Form 1348-1A and supporting documentation prescribed by paragraph 1.101., *if* required; post to column K. Losses will be entered in the column in parentheses so that they will be deducted. When such quantities were not metered through the fillstand meters, they will not be entered on the AF Form 1233. In such cases, the individual documents will be analyzed and totaled.

1.100.4.2. When fuel is downgraded from one grade to another, such changing of grade is supported by an

identity change document (TRIC "FCH"). The quantity downgraded is posted as a loss to AF Form 1237 for the original grade. The posting will be made in parentheses so that it will be deducted. The identity change document must also be posted to AF Form 1237 for the grade to which it was downgraded. Such postings will be made in column K, but without parentheses, so that it will be added instead of deducted.

1.100.4.3. Reclaimed fuel (from other than BFMO facilities) returned to bulk storage will be entered in column K, without parentheses, as a gain.

1.100.5. Inventory.

1.100.5.1. Compute the book inventory by adding the prior day's entry from column M to current days entry, column B, and deducting from this total the sum of current day's entry, columns G, J, and K. Enter the result in column L.

1.100.5.2. Column M--Enter the total quantity of inventory on AF Form 1235. When weekly inventory procedures are used, enter the same quantity as entered in column L. When separate columns or separate AF Forms 1235 are used to segregate above and below ground inventories, add the totals on AF Form 1235 prior to entry in column M.

1.100.5.3. If column L is greater than column M, subtract column M from column L, and post the loss in parentheses.

1.100.5.4. At the end of each month add appropriate columns and enter the totals. Column L will not be totaled. The total for this column will be computed by adding or subtracting columns B, G, J, and K to the beginning physical inventory. In the total space for column M enter the ending physical inventory. It is imperative that the inventory records cross balance at all times.

1.101. Determinable Losses.

1.101.1. Guidance for DLA-owned product is in DoDM 4140.25, volume II, chapter 10.

1.101.2. Determinable losses of non-DLA product will be dropped from accountable records by inputting a special inventory adjustment (TRIC "IRM") according to AFM 67-413V1. One or more of the following documents will accompany determinable losses as required:

1.101.2.1. Detailed loss analysis, which must contain a statement by the accounting section that adequate research has been completed, including discrepancies noted and corrective actions taken.

1.101.2.2. DD Form 200, **Financial Liability Investigation of Property Loss**.

1.101.2.3. SF 361, **Transportation Discrepancy Report**.

1.101.2.4. DD Form 1131, **Cash Collection Voucher**.

1.101.2.5. DD Form 362, **Statement of Charges/Cash Collection Voucher**.

1.101.2.6. SF 364, **Report of Discrepancy**.

1.101.2.7. DD Form 114, **Military Pay Order**.

1.102. Processing Transactions.

1.102.1. Procedures for processing transactions are found in AFM 67-413V1 and AFMAN 23-110 V2PT2, chapter 34.

1.102.2. Close coordination between BFMO operations and accounting personnel is required to insure all

post-post transactions that occurred prior to the physical inventory cut-off are processed with the inventory documents.

1.102.3. After verifying that all transactions for an inventory period have been processed to completion, process a cycle item record adjustment (TRIC 1RL) for each item record using the procedures in AFM 67-413V1, Section 18.3.2. Upon completion of processing an accumulation of backlogged transactions, it is only necessary to process one item record adjustment (TRIC 1RL).

1.102.4 Copy number 1, AF Forms 1994 and 1995 and all other auditable forms will be retained in the BFMO accounting office as prescribed in AFMAN 37-139, *Records Disposition Schedule*. Other auditable forms include: AF Forms 1231, 1232, 1233, 1235, DD Forms 200, 250, 250-1, 1131, 1155, **Order for Supplies or Services**, and 1348-1A, 1348-6, **DoD Single Line Item Requisition System Document (Manual - Long Form)**, 1348-7, **DoD MILSTPETS Single Line Item Requisition/Release/Receipt Document**, 1348-8, **DoD MILSTPETS DESP Inventory Accounting Document**. DFAMS transactions will be maintained according to DoDM 4140.25.

1.102.5. When processing aviation fuel issues, a requisition (1PR) and a receipt (1RP) for the total quantity of all the issues must be processed before processing any issue transactions. If there are any defuels, a shipment (1SP) to DESC for the total quantity of all the defuels must be processed after processing the defuels. After all of these actions have been completed, the aviation fuel inventory for DLA-owned product on the Standard Base Supply System (SBSS) should be zero. If it is not, investigate and correct the discrepancy. Do not process an inventory adjustment (1RL) to correct the problem. SBSS processing formats for the 1PR, 1RP, and 1SP are in AFM 67-413V1, Section 17.

1.102.6. After processing the above aviation fuel transactions, a P21 (DESP shipment to a service/agency) and a P39 (receipt by a DESP from a service/agency) must be processed through DFAMS. The P21 must reflect the same quantity and document number reflected on the 1RP and the P39 must reflect the same quantity and document number reflected on the 1SP.

1.103. M-34 Report Validation.

1.103.1. If end of month (EOM) reports are missing transactions or an erroneous quantity has posted as a result of BFMO inputs, these errors will be corrected through normal SBSS processes, i.e., reverse post during the following month's processing. EOM reports for the following month will show adjustments automatically.

1.103.2. If EOM reports have format discrepancies or erroneous data as a result of computer difficulties, the report data must be corrected via SBSS recovery methods.

1.103.3. Submission of the M-34 is not required.

1.104. Base Service Station Records.

1.104.1. Base service station facilities and operations vary to a considerable extent throughout the Air Force. Consequently, no standard procedure is established for recording and controlling receipts and inventories. At most bases receipts and inventories can be controlled by use of AF Form 1236, **Daily Service Station Summary**. Bases unable to use only the AF Form 1236 will have to use a combination of forms, such as AF Form 1231 (receipts), AF Form 1232 (meter readings and total issues), and AF Form 1235 (tank gaugings). FMOs must analyze their operations and facilities to determine which form or combination of forms will provide the best system of controls over receipts and inventories. The local area audit office is available to provide advisory assistance concerning local operating procedures.

1.104.2. At bases which use the AF Form 1236, one copy will be prepared for each service station each

operating day as follows:

1.104.2.1. At the beginning of operations:

Block	Instructions
1-3	Enter the grade of fuel, fuel temperature, and date. Check the appropriate block to indicate that the tank is above ground (A) or below ground (B).
12	Enter the beginning physical inventory (same as ending physical inventory for previous day).
5	Enter "start" meter reading(s) for each pump connected to the tank.

1.104.2.2. At the end of operations:

Block	Instructions
4	Enter the beginning and ending serial numbers from issue documents.
6	Enter total issues as determined from issue documents. If fuel servicing units are filled at the service station, record these issues on AF Form 1233 and include in the total in block 6. Annotate the "remarks" section to indicate "Includes--gls issued to servicing units."
5	Enter the "end" meter reading(s) for each pump. Determine the difference between start and end meter readings and enter same.
7	Total the differences from block 5 and enter as total metered.
8	Determine the difference between blocks 6 and 7 and enter as the variation. Losses will be entered in parentheses ().
9	Gauge the tank and enter the gaugings in feet, inches, and one-eighth inch fractions for the total quantity of fuel and water and for the quantity of water. Determine the applicable gallonage for the gaugings from the tank calibration chart and enter the quantities in the corresponding blocks. Subtract the water quantity from the water and fuel quantity and enter the result as the fuel quantity. ATG readings may be used in place of manual readings.
10	Enter the inventory in lines connected to the tank. Normally this will be the standard inventory (capacity) of the line unless known to be otherwise. Identify and enter refueler inventory in this block.
11	Total the gallonage for fuel in blocks 9 and 10 and enter as physical inventory.
13	Enter total receipts as determined from AF Form 1231. If quantities

	have been transferred from bulk storage to the service station, include these quantities in the receipt total. Annotate the "remarks" section to indicate "Includes--gls received from tank no."
14	Enter total issues from block 6.
15	Add blocks 12 and 13. Subtract block 14 from the total and enter the result as ending book inventory.
16	Enter ending physical inventory from block 11.
17	Subtract block 16 from block 15 and enter the result as a loss (line out gain). If block 16 is greater than block 15, subtract 15 from 16 and enter the result as a gain (line out loss).
18	Enter locally approved tolerance.

1.104.2.2.1. Sign in the space provided.

1.104.2.2.2. Forward to the BFMO accounting section, together with all supporting documentation.

1.105. M-28 Transmittal Listings.

1.105.1. The Financial Services Office (FSO) sends a complete copy of the M-28, Accounts Receivable Transfer-Out Listing, to the BFMO and a complete copy of the M-28, Accounts Receivable Transfer-Out Listing, to each satellite BFMO. The BFMO ensures that each transaction on the M-28 is supported by a properly filled out AF Form 1995 and/or AF Form 791, **Aerial Tanker In-Flight Issue Log**. The BFMO mails a copy of the M-28 Listing with matching AF Forms 1995 and/or AF Forms 791 to:

San Antonio Operating Location (OPLOC): (Non-DoD sales except RIKs)	DFAS-SA/AQR Attn: Aviation Fuels 500 McCollugh San Antonio TX 78215-2100 (Negative reports are required)
Denver OPLOC: (Canadian RIK and foreign sales except HQ PACAF and HQ USAFE RIKs and FMS:	DFAS-DE/ICFM (NON-FMS) 6760 East Irvington Place Denver CO 80279-2000
Japan-RIK:	605 AFS/FMF Unit 5220 APO AP 96328-5220
Korean-RIK:	607 AFX/FMF Unit 2157 APO AP 96278-2127
Europe-RIK:	DFAS-EU/MAOF Unit 10010, Box 585 APO AE 09094-0585

NOTE: Negative report is required for the host base only. Reports are to arrive at the appropriate address above not later than the tenth day after end of month close out.

The FSO sends a copy of the M-28 Listing to the BFMO and to each satellite. The BFMO mails the transmittal list and supporting refueling documents to:

San Antonio Operating Location (OPLOC): (Non-DoD sales except RIKs)	DFAS-SA/AQR Attn: Aviation Fuels 500 McCollugh San Antonio TX 78215-2100 (Negative reports are required)
Denver OPLOC: (Canadian RIK and foreign sales except HQ PACAF and HQ USAFE RIKs and FMS:	DFAS-DE/ICFM (NON-FMS) 6760 East Irvington Place Denver CO 80279-2000
Japan-RIK:	605 AFS/FMF Unit 5220 APO AP 96328-5220
Korean-RIK:	607 AFX/FMF Unit 2157 APO AP 96278-2127
Europe-RIK:	26 AFS/RAFFR Unit 10010, Box 585 APO AE 09094-0585

1.106. Unused.

1.107. Unused.

1.108. Unused.

1.109. Unused.

1.110. Unused.

1.111. Unused.

SECTION 1G-- INVENTORY AND UNIT COST AUTHORITY PROCEDURES.

1.112. General.

1.112.1. A stock fund is a revolving fund or a working capital fund which finances inventories from the time products are procured until they are issued (sold). The fuels division operates under the unit cost authority. This concept allows for the incurrence of debt based upon income.

1.112.2. The fuels division of the Air Force stock fund purchases bulk petroleum and missile fuels and sells these to the customer. The customer reimburses the stock fund for the materiel received at a standard price. This income is used to acquire additional inventory or supply finance sales transactions.

1.113. Management Concepts. The fuels division operates a unit cost authority concept. This technique uses a debt-to-income ratio to control obligations.

1.114. Fuels Division Operating Programs. The fuels division operating program is consolidated using the separate operating programs developed for the missile fuels management category and for the bulk petroleum fuels management category. Management and administration of missile fuels is covered in chapter 4.

1.115. Bulk Petroleum Management Category Operating Programs.

1.115.1. The bulk petroleum management category operating program is consolidated using the separate operating programs developed for aviation fuels and for ground fuels. The consolidated program is used in

requesting OMB/OSD approval of funding, while the separate programs are used for financial program management.

1.115.2. Aviation fuels operating program (AFOP). The AFOP is developed centrally at SA-ALC/SFR. Category managers construct the AFOP using the Inventory Management Plan (IMP), Trial Balance information, flying hour programs, historical data on non-fly and non-USAF issues, and Defense Energy Support Center (DESC) price bulletins. These sources provide category managers with basic elements of the AFOP and MAJCOM or base-level participation in development processes is seldom required.

1.115.3. Ground fuels operating program (GFOP). The GFOP is developed centrally by category managers using the IMP, Trial Balance information, and centrally available pricing information as a data base. Commands and bases will submit supplementary data only when requested by category managers.

1.116. Management of Operations.

1.116.1. Operating program objectives and performance are monitored closely at SA-ALC/SFR. Financial reports in operating program format provide monthly comparisons of actual performance with planned performance. Detailed research is performed, as necessary, to pinpoint sources of significant variances between actual results and the program. When sources of variances can be identified through examination of detailed financial reports, then central output products derived from monthly supply reports (Base Trial Balance Reports TC-17-015) are matched with financial reports from those same reporting sources to explain or justify variances. By this process, requests to the field for assistance are held to a minimum.

1.116.2. To prevent the accumulation of misleading or erroneous information in supply and/or financial records and reports generated at base level, base fuels accounting sections must function as the focal point for:

1.116.2.1. Insuring that transaction documents are prepared properly and input on schedule after keypunching and proofing.

1.116.2.2. Processing machine rejects or management notices within required timeframes.

1.116.2.3. Reviewing standard base supply system (SBSS) reports.

1.116.2.4. Reconciling book and physical inventories and researching gains or losses.

1.116.2.5. Verifying accuracy of and compatibility between manual records and computer-produced transaction reports.

1.116.2.6. Analyzing M34 and FAS data to correct differences in elements which should balance.

1.116.3. Management of bulk petroleum fuels stock fund operations requires effort to insure performance which will satisfy customers and provide accurate records and reports to manage stock fund operating programs at all levels.

1.117. Validation of Reports.

1.117.1. The base fuels management office (BFMO) receives hard copies of the M34, Fuels Management Report. Upon receipt of this report, the BFMO will compare net sales by grade of product to transactions processed in FAS. To reconcile the reports in total, cumulative 1RF/1DF values should equal the total net issues line in the fuel sales analysis report M34.

1.117.2. When net sales are out of balance by more than one-half of one percent (.005) of the quantity indicated on the M34 report, or 100 gallons (ground fuels)/500 gallons (avfuels), research and corrective action will be initiated in coordination with the Financial Services Office (FSO).

1.117.3. Occasional out-of-balance conditions, which are within the tolerances prescribed herein, require no further research. However, when out-of-balance conditions occur repeatedly, an investigation should be conducted to determine the cause and corrective action required.

1.117.4. Corrective action will be accomplished according to normal S-1100/60 procedures.

1.117.5. The FSO is required to reconcile sales analysis and stock fund trial balance reports for net sales. The BFMO will verify the accuracy of the trial balance before submission to DFAS. If requested by the FSO/Defense Accounting and Finance Office (DAO), BFMOs will assist in identifying causes of out-of-balance condition between these reports.

1.117.6. A rapid spot check for reconciliation of BFMO M34 reports and FSO trial balance reports should be conducted as follows:

1.117.6.1. The BFMO will multiply the M34 ending inventory for each grade of product by the applicable standard prices. Total the dollar values for all grades of product.

1.117.6.2. The BFMO will multiply the M34 net issues (issues minus defuels) for each grade of product by the applicable standard price. Total the dollar values for grades of product.

1.117.6.3. Provide the figures determined to the FSO for comparison to these categories in the trial balance.

NOTE: Computer support bases must obtain satellite base ending inventory and net issue totals and include those figures in the computations.

1.118. Special War Reserve Materiel (WRM) Controls.

1.118.1. Most requirements regarding management of Bulk Petroleum War Reserve Stockage (BPWRS) (WRM) levels are in paragraphs 1.25.1. (aviation fuels) and 1.26.1. (ground fuels). Special requirements apply to WRM fuels financial management, however, as a result of public law.

1.118.2. No WRM fuels can be bought without Congressionally-approved WRM obligational authority. To each base this authority is represented by a specific obligation authority issued by SA-ALC/SFR for any fuel purchased to fill newly constructed tankage when:

1.118.2.1. Any part of the fuel to be ordered is ordered to meet a BPWRS objective or will be reported against a BPWRS level or maintained as a part of such a level.

1.118.2.2. A grade of fuel not previously stocked is ordered to fill new or reconditioned tankage to meet a designated BPWRS objective. (In many cases SA-ALC/SFR may be able to issue an obligation authority for this type of procurement without further approval. However, because circumstances and rules are complex, bases must first contact SA-ALC/SFR for action.)

1.118.3. Bases provided WRM obligation authorities will not order fuel in excess of this amount. SA-ALC/SFR may withhold some obligation authority (O/A) as needed, to preclude over obligation because of deliveries/receipts in excess of amounts ordered.

1.118.4. Receipts and corresponding billings for WRM ordered against SA-ALC/SFR obligation authorities will be reported to SA-ALC/SFR, DSN 945-8891, within two working days of receipt of fuel (or the billing). Either message or telecon is satisfactory for "flash" reporting. However, if telecon is used, a message should follow. Data included should be grade and quantity, order date, date(s) received (or billed) (including data on amended order forms, receipts, etc.).

1.118.5. Generally, SA-ALC/SFR may grant obligation authorities to bases for WRM ordering as follows:

1.118.5.1. When one grade of fuel is being ordered to replace a different grade of fuel in order to meet the same BPWRS objective, the obligation authority can be granted without higher headquarters' approval. However, in some cases, such as when the BPWRS level has changed, further approvals may be necessary.

1.118.5.2. When a grade of fuel is being replaced by another grade against a parallel but different requirement (for example, phase out of Avgas and phase-in of jet fuels, obligation authority should not be granted without specific authority allocated for WRM procurements from HQ USAF/ILSP, if new tankage is being filled. If existing tankage is being filled, the obligation authority can be provided without further approval in most cases. If tankage has been repaired and is being refilled, contact HQ USAF/ILSP for guidance.

1.118.5.3. When new tankage is being filled with BPWRS for the first time, even though the requirement may not be new, an obligation authority will not be issued unless SA-ALC/SFR has sufficient authority in writing from HQ USAF/FMBO.

1.118.6. When SA-ALC/SFR grants an obligation authority for WRM procurement to a base. SA-ALC/SFR will track the obligation authority until it is liquidated (all receipts in). SA-ALC/SFR will monitor quantities ordered, received, amounts billed (including any retail loss allowance credits) to assure authorizations are not exceeded.

1.119. Fuels Automated Management System (FAMS) Reconciliation. FAMS reconciliation will be performed daily (excluding weekends and holidays) after all fuel transactions have been successfully processed through the SBSS and FAMS-A. The reconciliation will be performed using the FAMS reconciliation program outlined in AFM 67-413V1. If there is a discrepancy between FAMS-A and FAMS-B, an investigation will be performed to determine the problem and the proper corrective action. Rejected and missing transactions will be corrected using the FAMS-A reject procedures outlined in AFM 67-413V1. Transactions that cannot be corrected using the FAMS-B program will be reported to the SSG/ILSF. Reconciliation must be completed prior to processing any new transactions into FAMS.

1.120. Unused.

1.121. Unused.

1.122. Unused.

1.123. Unused.

SECTION 1H-- CONTRACTOR REPORTING.

1.124. General.

1.124.1. This section provides procedures to be used by contractors performing aircraft and engine production, maintenance, modernization, modification and research, development, test and evaluation contracts, when such contractors are authorized use of government-furnished property (GFP). Reports are required to:

1.124.1.1. Develop requirements and procurement programs to assure aviation fuel support for contractors. Develop operating budget estimates for inclusion in the fuels division, AF stock fund.

1.124.1.2. Account for aviation fuel provided to contractors as GFP. Subsequent billing to USAF MAJCOMs, Army and Navy by the fuels division, AF stock fund for fuel consumed in support of their respective contracts.

1.124.2. Reports are required to comply with the Federal Acquisition Regulation (FAR) and any USAF supplements thereto.

1.125. Requirements Forecasts.

1.125.1. All forecasts must be reviewed and approved by the Defense Contract Management Command (DCMC). Contractors will submit a quarterly forecast of requirements through the DCMC for all aviation fuel to be supplied by the Air Force as GFP under the terms of the contract. Forecast will be submitted through the DCMC in duplicate to SA-ALC/SFR, 1014 Billy Mitchell Blvd, Ste 1, Kelly AFB, TX 78241-5603, to arrive on or before the dates set forth. Contractors submitting initial forecasts will submit a forecast of requirements for the first six months of the contract period within ten days after receipt of a contract. Forecasts of requirements will be submitted on AF Form 207, **Estimated Aviation Fuel Requirements to Support Aircraft and Engine Contractors**, OMB 0704-0188.

1.125.2. Due dates for quarterly forecasts and periods covered are as follows.

1 Dec	Forecast will reflect requirements for each of the quarters remaining in the fiscal year, that is, quarters beginning on 1 January, 1 April, and 1 July.
1 Mar	Forecast will reflect requirements for each of the quarters remaining in the fiscal year.
1 Jun	Forecast will reflect requirements for the quarter remaining in the fiscal year, and requirements for the next two successive fiscal years. Requirements for the first fiscal year will be entered by quarter. Requirements for the second fiscal year may be entered as the total annual requirement.
1 Sep	Forecast will reflect requirements for the next two fiscal years. Requirements for the first fiscal year (revised from the 1 June forecast, if necessary) will be entered by quarter. Requirements for the second fiscal year may be entered as the total annual requirement.

1.125.3. Preparation of AF Form 207.

1.125.3.1. To, Block 1 -- Enter "SA-ALC/SFR, 1014 Billy Mitchell Blvd, Ste 1, Kelly AFB, TX 78241-5603."

1.125.3.2. From Block -- Enter name of contractor and address of plant or facility to receive the fuel.

1.125.3.3. Date of Preparation Block -- Enter date of preparation in DoD standard sequence (YYMMDD), for example, 6 June 1981 would be entered as "810606."

1.125.3.4. Date, FY/qtr, Column A -- Enter fiscal year and fiscal quarter applicable to each quarterly requirement.

1.125.3.5. Contract Number, Column B -- Enter the applicable number for each contract which specifies support by GFP.

1.125.3.6. Acft M/D/S--Eng Model, Column C -- Enter each aircraft mission, design, series or engine model number which is applicable to the contract number entered in column 4, for example, B52G, C5A, TF33-3.

1.125.3.7. No Aircraft/Engine, Column D -- Enter number of aircraft by M/D/S or engines by model number applicable to column C.

1.125.3.8. Grade of Fuel, Column E -- Enter the grade of fuel required for aircraft or engines listed in column C.

1.125.3.9. Total Quantity of Fuel, Column F -- Enter quantity of fuel required during the quarter, by grade.

1.125.3.10. Customer Identification and TID Code, Column G -- Enter the customer identification and type issue defuel (TID) code applicable to the contract being supported. This code is determined by referring to

attachment 1H-1.

1.126. USAF-Owned Aviation Fuel Stock Reporting.

1.126.1. USAF-owned aviation fuel received, stored, and issued by contractors must be reported as prescribed herein. Product shipped to contractors remains as fuels division, Air Force stock fund inventory until expensed. Aircraft and engine contractors authorized to receive government-furnished aviation fuel must order such product according to DoDM 4140.25. All orders for product must be approved and executed by the DCMC.

1.126.2. Receiving documents.

1.126.2.1. Aviation fuel shipments from other than Air Force bases will be documented on DD Form 250, **Material Inspection and Receiving Report**. Upon receipt of the aviation fuel, the DCMC representative will sign block 22, DD Form 250, and complete the form according to the instructions contained in that block. Receipts from AF bases will be documented on a DD Form 1348-7, **DoD MILSTPETS Single Line Item Requisition/Release/Receipt Document** (DD Form 1348, **DoD Single Line Item Requisition System Document (Manual)**, will be used until depleted.). If the quantity received does not match the quantity shipped, enter the actual quantity (circled) received beside the incorrect quantity. The DCMC representative will sign the appropriate block of DD Form 1348-7.

1.126.2.2. Free on board (FOB) destination receipts. When aviation fuel is received from a commercial supplier on an FOB destination basis, two extra copies, DD Form 250, marked "finance officer" will be forwarded to the activity receiving the shipment. Both copies will be signed in block 21B by the DCMC representative and forwarded immediately to: Defense Finance and Accounting Service, Columbus Center, Fuels Accounting and Payments Division, ATTN: DFAS-CO-SFFB, P.O. Box 182317, Columbus OH 43218-6250

1.126.3. Issue documents.

1.126.3.1. Issues of aviation fuels used in support of USAF contracts which do not relate to reported flying hours will be recorded on a consolidated AF Form 1994, **Fuels Issue/Defuel Document (DoD)**, prepared as of the last workday of each month. A separate AF Form 1994 will be prepared for each contract, by grade of fuel, to reflect total quantity of fuel issued during the month. The term *issue* includes product for use as purge fluid. Complete AF Form 1994 as follows:

1.126.3.1.1. Columns 1-3 -- Enter "1RF." This code is for issues only, use "1DF" for defuels.

1.126.3.1.2. Block A:

1.126.3.1.2.1. Fuel grade -- Enter grade of fuel; for example, "JP4."

1.126.3.1.2.2. BFMO DODAAC -- Enter DoD activity address code assigned to contractor location; for example, "EZ 9214."

1.126.3.1.3. Columns 4-7 -- Enter the customer identification code (CIC) and TID codes reflected in attachment 1H-1. The contract may specify these codes. However, if there is a conflict between the contract and the attachment, use the attachment if at all possible. Refer questions regarding conflicts to SA-ALC/SFR, 1014 Billy Mitchell Blvd, Ste 1, Kelly AFB, TX 78241-5603, DSN 945-8891.

1.126.3.1.4. Block C -- Enter complete contract number.

1.126.3.1.5. Unit of Issue and Quantity Fields (Column 23-29) -- Enter "GL" in columns 23-24 and total gallons issued, right-justified words command.

1.126.3.1.6. Block J -- Enter the Julian date of the last day of the month being reported. For example, the

report for 31 March 1981 would reflect a date of 1090.

1.126.3.2. Issues to US Army, US Navy, and other government agency contracts supported with USAF-owned aviation fuel under an interservice/agency support agreement will be prepared, except columns 4-7 will reflect USA, USN, or OUS, as applicable. Block C will include the contract number and the complete address of the contract administering office to be billed. Block I may be used when block C does not provide enough space for all information.

1.126.3.3. Issues to USAF transient and flyaway aircraft and contracts involving AFMC flying hours will be recorded on individual AF Forms 1994. Fly away aircraft are aircraft other than production aircraft on which work has been completed and which are departing for their home station. AFMC flying hours are reported on aircraft consuming fuel applicable to TID codes "K" and "W" (see attachment 1H-1).

1.126.3.3.1. TRIC, fuel grade, BFMO DODAAC and quantity will be recorded.

1.126.3.3.2. Columns 4-7 -- Enter the aircraft possessing command CIC, followed by the applicable TID code, for example "AAC/B," "SYS/K," etc.

1.126.3.3.3. Block C -- Enter the home station of the aircraft.

1.126.3.3.4. Columns 57-63 -- Enter the M/D/S of the aircraft. Fill columns from right to left, beginning with the alpha series code. Place zeros as needed in columns 60 and 61 to fill the design number to 3 positions. For example, C5A would be entered as C005A; RF4C would be RF004C, F15A would be F015A, etc.

1.126.3.3.5. Reporting Designator, Columns 67-69 -- Enter the aircraft organization. Organization numbers of less than three digits will be zero filled. For example, the 1 TFW will be entered as "001." When an organization number consists of four digits, enter only the last three digits. If the aircraft is not assigned to an organization, enter "000."

1.126.3.3.6. Tail No, Columns 70-73 -- Enter the aircraft tail number consisting of the second digit and last three digits of the serial number. For example serial number 78-000 577 would be entered as "8577."

1.126.3.3.7. Columns 74-79 -- Enter the DODAAC of the aircraft's home station; for example, "FP4800."

1.126.3.3.8. Request the pilot or crew member to sign for the fuel in the "received by" block. The printed name below the signature will be entered in the last name, first name, middle initial (MI) sequence. **Note:** Information to be entered in columns 4-6, 57-63, 70-79 and block C may be obtained (and when possible should be obtained) from the DD Form 1896, **Jet Fuel Identaplate**; or AFTO Form 781F, **Aerospace Vehicle Flight Report and Maintenance Document**, which are carried aboard the aircraft. New production aircraft may not have credit cards (identaplates).

1.126.3.4. Issues to US Army, US Navy (including Marine Corps), and US Coast Guard transient aircraft will be made on AF Form 1994, except that a billing address will be entered in block C.

1.126.4. Defuel Documents. Uncontaminated aviation fuel defueled from aircraft will be recorded on AF Form 1994 as a defuel. Product which was issued by the contract location and subsequently defueled will be recorded using the same information as prescribed in paragraph 1.72.6., except that TRIC "1DF" will be entered in columns 1-3. Product issued prior to arrival at the contract location and subsequently defueled will be credited to the activity releasing the aircraft. Information for recording on AF Form 1994 may be obtained from the aircraft credit card. Enter TRIC "1DF" in columns 1-3.

1.126.5. Product contamination may occur while part of the stock fund inventory or after having been expensed.

Product which is determined to be contaminated beyond use will be turned over to the Defense Reutilization and Marketing Office (DRMO) for disposition. (Example: Jet fuel used for purging that eventually becomes too contaminated for return must be disposed of through DRMO channels.)

1.126.6. Stock reports.

1.126.6.1. Stock reports will be prepared on AF Form 210, **USAF Owned Aviation Fuel Stock Report**, as of 2400 hours of the first workday of each month covering all transactions for each grade of USAF-owned fuel during the preceding month. The report will contain the following information:

1.126.6.1.1. Block 1--Enter complete name and address of reporting contractor.

1.126.6.1.2. Block 2--Enter DoD activity address code assigned to contractor location, such as, EZ8262.

1.126.6.1.3. Block 3--Enter month being reported in DoD standard sequence (YYMM); for example, November 1981 would be entered as "8111."

1.126.6.1.4. Block 4--Enter date of preparation in DoD standard sequence (YYMMDD), for example, 1 December 1981 would be entered as "811201."

1.126.6.1.5. Grade(s)--Enter grade of fuel being reported, as appropriate, in spaces provided in the heading of each column.

1.126.6.1.6. Line 1, beginning inventory--Enter total inventory that was on hand as of 2400 on the first day of the report period.

1.126.6.1.7. Line 2, quantity received--Enter total quantity received during the report period.

1.126.6.1.8. Line 3, total issues--Enter net quantity issued to all programs, that is, quantity issued minus defuels.

1.126.6.1.9. Line 4, ending book inventory--Add lines 1 and 2, and from this sum subtract line 3. Enter the result on line 4.

1.126.6.1.10. Line 5, ending physical inventory--Enter the actual quantity in bulk as determined by a physical inventory as of 2400 hours on the date of the report.

1.126.6.1.11. Line 6, gain or loss--Subtract line 5 from line 4 and enter the result on line 6 in parentheses to indicate a loss. If line 5 exceeds line 4, subtract line 4 from line 5, and enter the result on line 6 as a gain. All entries on line 6 will be explained by a footnote.

1.126.6.1.12. Gains and losses of petroleum products due to temperature and handling variations are recognized as normal occurrences in all aspects of petroleum supply operations. Inventory variations exceeding normally accepted tolerances must be investigated and identified for corrective action.

1.126.6.1.12.1. Compute the overall temperature and handling gain/loss. This figure (line 6) preceded by a plus for a gain or minus for a loss, is then divided by the sum of net issues (line 3) for the same period plus the beginning physical inventory (line 1). The percentage of gain/loss will be entered immediately below line 6.

1.126.6.1.12.2. Gains/losses sustained by contractors in storing and handling bulk petroleum fuels are allowable when they do not exceed +/- .5 percent. Gains/losses which exceed the normal allowable tolerance will be explained on the reverse of AF Form 210.

1.126.6.2. The stock report will be submitted to SA-ALC/SFRF, 1014 Billy Mitchell Blvd., Ste 1, Kelly AFB TX 78241-5603, to arrive by the 10th day of the month following the month being reported. The report will be accompanied by one copy of supporting documents described in paragraph 1.126.2. and one copy of supporting

documents described in paragraphs 1.126.3. and 1.126.4. when applicable to USAF contracts. When documents described in paragraphs 1.126.3. and 1.126.4. apply to other services or government agencies, three copies of the supporting documents will accompany the report.

1.127. Unused.

1.128. Unused.

1.129. Unused.

1.130. Unused.

1.131. Unused.

SECTION II-- AVIATION FUEL ISSUES TO CONTRACT, CIVIL, AND CHARTER AIRCRAFT.

1.132. General. This section outlines the procedures for issuing fuel to contract, charter, and civil aircraft, and explains when these issues may be made on credit and at what price. It also explains when federal excise taxes must be collected on these issues. These procedures are to be used by every Air Force base fuels management office. This section applies to all regular Air Force, Air National Guard, and Air Force Reserve activities that refuel aircraft. Send requests for waivers in writing to HQ USAF/ILSP through command channels. Major Commands may issue supplements only to describe command-unique procedures permitted by this manual.

1.133. How to Recognize Contract, Charter, and Civil Aircraft.

1.133.1. Most Department of Defense and National Aeronautics and Space Administration contract charter aircraft carry DD Form 1896, **Jet Fuel Identaplate**, or AF Form 1245, **USAF Avgas Identaplate**. This credit card is prepared by SA-ALC/SFRP. Additionally, aircraft should have a DD Form 2401, **Civil Aircraft Landing Permit**, on board. Block 9 of the form contains an identification number. The suffix code (last character) will identify the type of mission when used with the following list:

Suffix Codes	Description
A	Contractor/Subcontractor
B	Demonstration
C	Active Duty Military
D	Reserve Forces
E	Federal Civilian
F	Special Conveyance
G	Retired Military
H	Civil Air Patrol
I	Aero Club Members
J	Weather Alternate
K	Air Mobility Command (AMC) Contract/Charter
L	US Govt Contract/Charter
M	Contractor/Subcontractor Charter
N	DoD Charter
O	Media
P	Certification Testing
Q	Development Testing

R	Commercial Charter
S	Commercial Aircrew Tng
T	Private Non-Revenue
U	Temporary Scheduled Service
V	Foreign Govt Charter
W	FMS Material
X	Certified Flight Record
Y	Political Candidates
Z	VIP

1.133.2. Flights Totally within an Overseas Area. Contracting officers (or overseas area transportation officers) issue identification for these flights. They will advise the base fuels management office (BFMO) at each base to be transited and describe the type of identifying papers to make sure the flight is identifiable as a contract flight.

1.133.3. Contract Aircraft Operating for Other Departments of the US Government. Each Department/Agency that expects its contract or charter aircraft to refuel at an Air Force base will:

1.133.3.1. Advise the carrier of procedures for establishing credit for fuel purchase and the requirement for credit security (paragraph 1.135.).

1.133.3.2. Notify SA-ALC/SFRP, 1014 Billy Mitchell Blvd, Ste 1, Kelly AFB TX 78241-5603, at least 15 days in advance of the first scheduled landing. The notification will describe identifying documentation and whether the carrier has met the requirements for tax exemption.

1.133.4. Civil Aircraft. Any aircraft not identifiable as a military, contract, bailed, or charter aircraft will be considered civil aircraft. Civil aircraft carry DD Form 2401 when authorized to land at Air Force bases. Civil Air Patrol (CAP) aircraft on USAF-directed missions, while civil aircraft, may be furnished fuel as required under the special authority granted by Title 10, United States Code (U.S.C.) Section 9441(b)(3). They may be identified by tasking documentation carried aboard the aircraft.

1.133.5. Humanitarian Flights. HQ USAF/XOO-CA may approve landing and refueling rights for certain international humanitarian flights. Guidance on prices to charge will be provided upon notification of flight approval.

1.134. Air Force Fuel Sales Policy for Contract, Charter, and Civil Aircraft. Fuels are not sold to these aircraft in competition with private enterprise. There are limits on when and how much fuel may be sold to them. Fuel may be sold to these aircraft under the following rules:

1.134.1. Emergency Landings of any Aircraft. Sale of enough fuel to permit the aircraft to reach its next destination, home station, or commercial refueling point, as requested by the aircraft commander is authorized. Base operations may assist in determining the amount of fuel required after consultation with the pilot.

1.134.2. Contract, Charter Aircraft. If the flight starts at a base, the aircraft may be issued fuel as required to perform the flight. After completing a flight, they may be issued enough fuel (sometimes called "de-positioning" fuel) to reach the destination designated by the operator.

1.134.2.1. If the flight ends at a facility where commercial refueling is available, the carrier may not buy USAF fuel except in an emergency.

1.134.2.2. Commercial fuel is considered not available when:

1.134.2.2.1. There is no commercial refueling capability at the termination point (for example, a regular Air Force base); or

1.134.2.2.2. The commercial service at a collocated Air Force/civil airfield cannot be provided because of safety, economic, or other reasons.

1.134.3. Civil Aircraft. Civil aircraft authorized to use USAF installations are authorized the sale of aviation fuel. However, if the occupants of the aircraft are not on official business at the military installation, commercial fuel must be used if available on location. For example, some ANG bases are collocated at commercial airports. If the aircraft is not under government contract, charter and/or landing to conduct official business at the ANG base then the sale of fuel by the ANG base would not be authorized.

1.134.4. In the event that an unauthorized issue is made, the base that issued the fuel must assume financial responsibility. If the base cannot collect from the company or organization which received the fuel, the fuel must be charged to the wing account.

1.135. Establishing Credit for USAF Fuel. Air carriers and other aircraft organizations authorized to operate aircraft on USAF airfields under AFI 10-1001, *Civil Aircraft Landing Permits*, must submit applications (attachment 1I-1) to purchase Air Force-owned fuel on credit to SA-ALC/SFRP, 1014 Billy Mitchell Blvd, Ste 1, Kelly AFB TX 78241-5603. Credit applications will be reviewed and if financial credentials are in order the carrier will be requested to sign an agreement binding the firm to fulfill its financial obligation. Emergency credit procedures are in paragraph 1.137.

1.135.1. SA-ALC Responsibilities:

1.135.1.1. DFAS-SA/AQR will advise SA-ALC/SFRP whether:

1.135.1.1.1. The applicant has a good payment record, if any, and/or;

1.135.1.1.2. The applicant appears on either the US Army Finance and Accounting Center (USAFAC) or Defense Acquisition Regulation (DAR) "Hold-Up List" (see DFAS-DER 7010-2, paragraph 16-3, and DAR Appendix E-518.2).

1.135.1.2. SA-ALC/SFRP will use the above and any other available credit information to determine if the applicant qualifies for credit. Headquarters AMC contract carrier's credit standing will be checked by contacting HQ AMC/XOBA. Carriers or operators who are indebted to the US Government under the terms of a previous credit arrangement will be denied credit pending full payment of outstanding debts. Carriers or operators with a history of delinquent payments during a previous credit arrangement with the US Government may, at SA-ALC/SFRP option, be required to maintain a balance with DFAS-SA/AQR equal to three months estimated fuel usage at all times, or may be denied further credit.

1.135.1.3. SA-ALC/SFRP will:

1.135.1.3.1. Inform the applicant of the government decision on credit with information copies to the contracting or chartering office (if appropriate) and DFAS-SA/AQR.

1.135.1.3.2. When credit is approved, publish the names and expiration dates of credit approvals through a controlled multiple address letter (CMAL). Revocation of credit (paragraph 1.138.) will also be published in the CMAL. Message changes may be made to satisfy operational requirements.

1.135.1.3.3. The CMAL is the sole authority for sale of fuel on credit. Questionable credit requests (other than emergencies) may be directed to SA-ALC/SFRP (DSN 945-4884, Ext 211).

1.135.2. Credit Cards for USAF Contract and Charter Aircraft Missions. The MAJCOM responsible for the contract or charter agreement will send requests for avfuel credit cards (DD Form 1896 or AF Form 1245) to

SA-ALC/SFRP.

1.135.2.1. Credit cards are embossed as prescribed in this chapter. They must show an expiration date of 12 months from the date of issue or, if the fuel requirement is based on a contract or charter arrangement, the date the arrangement or contract expires.

1.135.2.2. The use of a credit card in preparing a credit sale is the preferred method. However, no contract, charter or civil aircraft which is listed on the credit CMAL should be refused for not having a credit card. The appropriate billing address will be obtained from the aircraft pilot. BFMOs may issue new credit cards when authorized by SA-ALC/SFRP.

1.135.3. Credit Cards for Civil Aircraft Operators or Missions. SA-ALC/SFRP will determine whether to issue a credit card for this type of carrier or mission based on the following: Recurring refueling needs that will last more than 90 days; or, mission requires special information best obtained from a credit card. If approved, SA-ALC/SFRP will direct preparation of a credit card.

1.136. Procedures for Renewing Credit.

1.136.1. At least 90 days before a carrier's or operator's credit expires, DFAS-SA/AQR and SA-ALC/SFRP will determine whether credit should be renewed.

1.136.2. If the credit record is satisfactory, SA-ALC/SFRP will advise the carrier or operator that credit will expire unless a new credit agreement is submitted. A copy of the necessary format (attachment 1I-1) will accompany the credit expiration letter.

1.136.3. When credit is extended, SA-ALC/SFRP will issue the required number of new credit cards, showing the new expiration dates.

1.137. Emergency Credit Procedure. If a civil air carrier makes an emergency landing and requires fuel but cannot pay cash, the base commander may authorize emergency one-time credit when all of the following conditions are met:

1.137.1. The carrier is registered as a commercial carrier, and

1.137.2. The pilot or crew member provides the complete billing information, and

1.137.3. Base accounting and finance cannot find the carrier listed on any "hold up" list, and

1.137.4. The pilot or crew member is authorized to sign a reimbursement agreement in the format of attachment 1I-1, part II.

NOTE: Emergency credit sales made according to this paragraph will be reported to SA-ALC/SFRP and DFAS-SA/AQR not later than the following workday (excluding weekends and holidays).

1.138. Credit Suspension and Revocation. When a carrier does not comply with terms under which credit was extended, the following procedures apply:

1.138.1. DFAS-SA/AQR will advise SA-ALC/SFRP of carrier non-compliance. SA-ALC/SFRP in-turn will notify the carrier by FAX (mail original of notification letter) of non-compliance and that credit will be suspended in 7 days if compliance has not been re-established. **NOTE:** In the event the carrier does not have FAX capability, a phone call should be made to the company.

1.138.2. The DoD Air Carrier Survey and Analysis Office, HQ AMC/DOBA, Scott AFB IL 62225-5001, along with the appropriate contracting office, if known, will be sent an information copy of the carrier notification. In

those instances where the contracting office is known, SA-ALC/SFRP will request that appropriate action be taken immediately, including offset of any payments due the carrier.

1.138.3. After 7 days, if the carrier has not complied, SA-ALC/SFRP will suspend carrier credit.

1.138.4. After 120 days of inactivity and inaction by the carrier, DFAS-SA/AOBFA will request DFAS-DE/YDS take appropriate action to collect all monies owed by the carrier.

1.139. Billing and Collecting. Use the normal billing procedures prescribed in AFM 177-206, *Automated Material Accounting System Integrated Within Standard Base Supply System: D002A/GV, Users Manual*, Section 27, and this manual will be used for billing aviation fuel sales to non-DoD customers. Each carrier or operator who has been granted credit must comply with the financial agreement submitted to SA-ALC/SFRP. Cash sales procedures are outlined in paragraph 1.71.

1.140. Federal Excise Taxes (FETs). Most FETs are computed by SA-ALC/SFRP and collected by DFAS-SA/AQR (credit sales). Use the following guidance and the FET CMAL to compute FET for a cash sale that must be collected by the BFMO.

1.140.1. Federal law imposes taxes on the sale of various types of petroleum products in the United States (CONUS, Alaska, District of Columbia, and Hawaii). (For reference, the applicable laws in Title 26, U.S.C. are: Chapter 31, Section 4041; Chapter 32, Section 4081, 4091, 4221, and 4293.)

1.140.2. The Air Force may be required to collect from contract, charter, and civil aircraft as many as three different types of FET.

NOTE: The U.S. Coast Guard is exempt from payment of excise taxes in accordance with Title 26, U.S.C., Section 7701 (A)(15).

1.140.3. Avfuel (AV) Excise and Leaking Underground Storage Tanks (LUST) Taxes:

1.140.3.1. These taxes are collected on all sales of aviation fuel in the United States (CONUS, Alaska, District of Columbia, and Hawaii).

1.140.3.2. The following aircraft are exempt:

1.140.3.2.1. US and foreign military aircraft.

1.140.3.2.2. Aircraft engaged in foreign trade or trade between the US and its possessions.

1.140.3.2.3. Foreign owned aircraft departing CONUS for a foreign destination.

1.140.4. Retail FET, engaged in noncommercial aviation. The term noncommercial aviation relates strictly to tax laws and is defined (26 U.S.C. 4041) basically as "any use of an aircraft, other than use in a business of transporting persons or property for compensation or hire by air. . ." Generally, these noncommercial aircraft are privately-owned or company planes or aircraft of research groups performing government studies.

1.140.4.1. In order for an aircraft operator to be exempted from any retail FET, the carrier must file a Tax Exemption Certificate (in the format of attachment 1I-2) with DFAS-SA/AQR, 500 McCullough, San Antonio, TX 78215-2100. The carrier may also present (and surrender) a copy of the Tax Exemption Certificate at the time of refueling. When certifying an exemption from retail FET, the carrier must cite the number of its **Certificate Registry**, (IRS Form 637). The Certificate Registry is filed with the Internal Revenue Service.

1.140.4.2. Foreign and domestic military aircraft are exempt from retail FET.

1.140.4.3. Retail FET will not be charged on sales of fuel to the following types of aircraft when their operators

have filed a Tax Exemption Certificate or when an aircraft operator presents a certificate at the time of refueling:

1.140.4.3.1. Aircraft of state, local, or District of Columbia government.

1.140.4.3.2. Aircraft operated by nonprofit educational institutions.

1.140.4.3.3. Aircraft using fuel for farming purposes.

1.140.4.3.4. Civil aircraft engaged in foreign trade or trade between the United States and its possessions.

1.140.4.3.5. Aircraft owned by aircraft museums and operated exclusively for the procurement, care, and exhibition of aircraft of the type used for combat or transport in World War II.

1.140.4.3.6. Other US government aircraft, if the exemption is approved by the Secretary of the Treasury; if in doubt, contact DFAS-SA/AQR.

1.140.4.4. Retail FET will not be charged on sales of fuel to aircraft on international flights whose next destination is more than 225 miles outside of the United States or its possessions (determined at base level).

1.140.5. Manufacturer's FET:

1.140.5.1. Collect a manufacturer's FET on sales of aviation gasoline sold for commercial and noncommercial aviation, unless an exemption applies.

1.140.5.2. The exemptions from the manufacturer FET apply to sales of fuel to all aircraft.

1.140.5.3. An aircraft operator desiring an exemption must file a Tax Exemption Certificate at least once every three years with DFAS-SA/AQR. A certificate (or valid copy) may also be presented (and surrendered) at time of refueling. Certificates presented at refueling should be retained by BFMOs for three years in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.140.5.4. Registry with the IRS is not necessary for exemption from manufacturer's FET. Omit reference to the Certificate of Registry number if a tax exemption certificate will be filed only for manufacturer's exemption.

1.140.6. Retain all tax-related documents, wherever filed, for three years.

1.140.7. Refer to the FET CMAL for amounts of taxes.

1.140.8. The BFMO will collect taxes on cash sales and deposit the money to the clearing account 57F0152.001 S660700(SA-ALC). When credit sales are made, the billing office will collect the taxes. (Refueling personnel must mark fuel issue slips clearly according to the type of aircraft being refueled and its tax status.)

1.140.9. The Air Force does not collect state and local taxes; but, if requested to do so by local officials, the Air Force will report the sale of aviation fuel to contract, charter, bailed, and civil aircraft. Each sale to contract aircraft must be annotated as "Contract," since local taxes may not apply to these sales.

1.141. HQ USAF Responsibilities.

1.141.1. HQ USAF/ILSP is responsible for sales and pricing policy.

1.141.2. HQ USAF/XOO-CA is responsible for processing requests for approval to land at Air Force bases (see AFI 10-1001, *Civil Aircraft Landing Permits*).

1.142. SA-ALC/SFRP Responsibilities.

1.142.1. SA-ALC/SFRP is responsible for the overall management of credit policy, customer approval, and preparation of credit cards.

1.143. Responsibilities of the MAJCOMs.

1.143.1. If the MAJCOM deals with contract, charter, bailed, or civil aircraft, it will make sure that air carriers and operators understand the provisions of this manual.

1.143.2. Credit cards prepared for bailed aircraft under AFMC/ASD contracts will be issued and controlled by SA-ALC/SFRP according to Air Force DAR Supplement.

1.144. Responsibilities of Base Fuels Management Offices.

1.144.1. Implement the guidance in this manual and make sure that refueling personnel know:

1.144.1.1. How to identify a contract, charter, and civil aircraft carrier.

1.144.1.2. How to determine whether the carrier has authority to buy on credit.

1.144.1.3. The carriers tax status (cash sales).

1.144.1.4. How to complete issue slips properly (AF Form 1995, **Fuels Issue/Defuel Document (non-DoD)**).

1.144.2. Work with the base accounting and finance office to set up procedures for collecting, protecting, and depositing cash, checks, or money orders obtained from cash sales. (See DFAS-DER 7010-1, *General Accounting and Finance Systems at Base Level*, and DoD 7000.14-R, Vol 5.)

1.145. Responsibilities of the Base Accounting and Finance Office. These offices will assist in making cash collections and depositing receipts. They will also help process billings, using the procedures in AFM 177-206, Sections 27 and 44.

1.146. Unused.

1.147. Unused.

1.148. Unused.

1.149. Unused.

SECTION 1J-- CONTINGENCY PROCESSING PROCEDURES.

1.150. Host Nation Support Issues Into Refuelers/Bladders not covered by a RIK Agreement.

1.150.1. When the foreign government issues fuel to a USAF refueler or bladder, the command designated location will process the transaction as follows:

1.150.1.1. Prepare AF Form 1995 using TRIC "1DF" and the applicable country CIC for the total quantity received from the host. Prepare AF Forms 1995 for daily receipts or for a total quantity for the duration of the exercise or contingency. Make this determination based on how the RIK host is going to prepare their bill. This should be coordinated prior to the start of the exercise or contingency.

1.150.1.2. Process 1RF transactions for fuel issued during the exercise. The total of the issues should be the sum of the defuels processed for the truck/bladder fills. Ensure that any defuel/return to bulks are credited by the foreign government.

SBSS	Process	Remarks
1PR		
1RP		
1DF	X	Defuels add fuel to inventory and data for M-28.

1RF	X	Refuels will zero out inventory created by defuels.
1SP		
FAMS-A ENTERPRISE		
1RF	X	Bills flying organization.
1DF	X	Creates audit trail.

1.151. Into-Plane Issues Into Truck/Bladder.

1.151.1. These instructions will be used where an Into-Plane contract exists but the contractor can't support flying due to extenuating circumstances.

1.151.2. The command designated location will load an item record to process the fuel against. Use this data to process the item record load (FIL) transaction.

1.151.2.1. Grade Code: EP-8.

1.151.2.2. NSN: 9130-01-031-5816.

1.151.2.3. Price: Standard Into-Plane Price.

1.151.3. Process a 1PR (RID S9F) for the total amount of fuel received each day from the into-plane Contractor. This will be a total of all issues from the contractor for the day and applies only to the fuel issued by the contractor into a truck or bladder.

1.151.4. Process 1RP's for each issue made by the contractor into a truck or bladder. Process the 1RP transaction with the same document number as the 1PR and use suffix codes for each additional transaction. Process the last daily receipt with a Final Consignee Flag to cancel out the 1PR.

1.151.5. The individual 1RP transactions will establish BNR details. These details will not match the interfund billing details that will be processed by Defense Finance Accounting Service - Columbus (DFAS-CO). Only the quantities, dollar amounts and date will match. Please advise the paying activity for the Computer Support Base that they will have to manually match these details for payment purposes. The only way to solve this situation is to have the contractor provide one daily document for all of the truck/bladder fills. The processing base can use the Serial Number from the DD Form 1898 for the 1PR/1RP document number and the finance office won't have to manually match the details.

1.151.6. Process 1RF transactions for all fuel issued from the trucks/bladders using the EP-8 grade code.

1.151.7. 1RF transactions will decrease the inventory which was established when the 1RP's were processed. More than likely, the processing base will carry an inventory of EP-8 on the SBSS due to the fact that the trucks won't issue all of the fuel each day.

1.151.8. Inventory adjustments (1RL/1RM) transactions will not be processed without MAJCOM and SA-ALC/SFRF concurrence.

SBSS	Process	Remarks
FIL	X	Loads item detail. Only has to be processed initially.
1PR	X	Creates due-in detail.
1RP	X	Creates inventory. Final 1RP cancels out Due-In detail created by the 1RP.
1DF	X	Process only when necessary.
1RF	X	Refuels will decrease inventory from 1RP transactions.

1SP		
1RL/1RM	X	Process only with MAJCOM and SA-ALC/SFRF concurrence.
FAMS-A ENTERPRISE		
1RF	X	Bills flying organization.
1DF	X	Credits flying organization

1.152. Defense Energy Support Center (DESC) Military Interdepartmental Purchase Request (MIPR).

1.152.1. These procedures will be used when fuel cannot be supplied by a DESC contract and DESC elects to provide a MIPR for funding support. DESC will supply a MIPR that must be coordinated with the supporting Finance and Contracting officials for purchasing fuel.

1.152.2. All receipt documents need to be forwarded to DESC at the end of the exercise. DESC will provide a POC for handling the documents and DFAMS transactions.

1.152.3. DESC will process the necessary transaction to receive the fuel from the contractor and ship to the wholesale DESP.

1.152.4. The command designated location will process the necessary transactions to receive the fuel (P3*).

1.152.5. From this point on, the processing base will follow normal procedures and process the necessary P21, 1PR, 1RP, 1RF and 1DF transactions in accordance with paragraph 1.102.

SBSS	Process	Remarks
P3*	X	Creates inventory in wholesale system.
P21	X	Ships fuel from wholesale DESP to retail DESP.
SBSS		
1PR	X	Creates due-in detail.
1RP	X	Creates inventory. Cancels out Due-In detail .
1DF	X	Process only when necessary.
1RF	X	Refuels will decrease inventory from 1RP transactions.
1SP		
1RL/1RM	X	Process only with MAJCOM and SA-ALC/SFRF concurrence.
FAMS-A ENTERPRISE		
1RF	X	Bills flying organization.
1DF	X	Credits flying organization

1.153. Assistance In Kind (Free Fuel).

1.153.1. Most of the free fuel is received in the Southwest Asia Area of Responsibility. The main purpose of processing free fuel is to ensure that the various aircraft consumption factors are updated. It has nothing to do with billing.

1.153.2. Process all 1RF and 1DF transactions with TID P and send the transactions to FAMS-A Enterprise only!

SBSS	Process	Remarks
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1PR		
1RP		
1DF		
1RF		
1SP		
FAMS-A ENTERPRISE		
1RF	X	Creates consumption data.
1DF	X	Creates consumption data.

1.154. NATO Standardization Agreement In-flight Refuelings.

1.154.1. Use these procedures to complete AF Forms 791 for issues to NATO STANAG receivers.

All in-flight transactions to non-RIK receivers will be processed with TID Code “T”.

1.154.1.1. The most predominant users are:

1.154.1.1.1. Belgium - BEO.

1.154.1.1.2. France - FRO.

1.154.1.1.3. United Kingdom - UKO.

1.154.1.1.4. Netherlands - NLO.

1.154.1.1.5. Spain - SPO.

1.154.1.2. Ensure that the AF Form 791 is completed properly.

1.154.1.2.1. Improperly completed forms will be returned and must be reverse-posted until the proper information can be obtained. It is the flying organization’s responsibility to complete the form properly.

1.154.1.3. Make two copies of the AF Form 791 and certify them as true and accurate copies. This can be done by writing or typing, “I certify these copies to be true and accurate,” and then sign the copy. This is a standard procedure when working the foreign countries and copied documents.

1.154.1.4. The original copy of the AF Form 791 will be kept in the Daily Document Control file. The second copy will be kept in a suspense file for reconciling and forwarding with the M-28 Report at the end of the month in accordance with paragraph 1.105.

SBSS	Process	Remarks
1RD	X	Creates details for M-28 report.
FAMS-A ENTERPRISE		
1RF	X	
1DF	X	

Attachment 1A-1

EXPLANATION OF TERMS

Listed herein are words or terms and their definitions which are peculiar to this chapter. Other terms used in this chapter should have the meaning given them as indicated in volume 1, part 1, chapter 1.

A

Aviation Fuels (Avfuels). Liquid hydrocarbon fuel used in aviation engines, either reciprocating or turbine.

Aviation Into-plane Reimbursement (AIR) Card. A commercial credit card used to purchase aviation fuel, fuel related supplies and/or ground services at commercial airports where no DoD contract exists for fuel.

B

Bailed Aircraft. United States Government-owned aircraft on loan to a contractor. As used here, bailed aircraft are those provided to Department of Defense (DoD) contractors as government furnished property (GFP).

Base Fuels Management Office (BFMO). The base level organization subordinate to the chief of supply responsible for performing petroleum management functions set forth in this publication and related publications.

Bulk Petroleum. The term refers to crude or finished petroleum products which are handled in an unpackaged mode, usually in any quantity larger than 55 gallons.

Bulk Petroleum Fuels Management Category. This term refers to a subdivision of the fuels division, AF stock fund. This category includes all aviation and ground fuels items (9130 and 9140 stock classes) and bulk aviation oils. Specific items included are listed in attachment 1D-1.

Bulk Petroleum War Reserve Requirement (BPWRR). Fuel required in support of the SECDEF Defense Planning Guidance to be positioned prior to hostilities at or near the point of planned use. It is designed to reduce reaction time and to ensure adequate support of military during early stages of war until stocks can be replenished.

Bulk Petroleum War Reserve Stockage (BPWRS). The on-hand assets designated to satisfy the BPWRR. It should be dedicated, set aside, and have quantifiable stocks of militarily suitable products.

Bulk Sale. A sale of fuel to other than Air Force into a container not considered to be the end use equipment. For example, a sale of fuel to the Army into a 600 gallon trailer that will be used to refuel generators and/or vehicles.

C

Capitalization. A transaction in which inventory or other assets of a stock fund are credited to the fund without purchase or reimbursement. Capitalization can occur between stock funds or a stock fund and appropriations and involves only a change in financial accountability for government owned assets.

Capitalized Account. Any activity with stock funded inventories.

Cash Payments. Any official means of monetary exchange including US currency, coin, or military payment certificates, if in a military payment certificate area. This includes checks; either commercial company checks, foreign government checks, US government checks, or personal checks. No foreign currency will be accepted. Checks, except for foreign government checks, must be drawn on a US bank, in US currency, for the exact amount of the purchase, plus any accessorial and/or administrative charges, and must be made payable to the

receiving base accounting and finance office. All persons presenting checks must show valid identification. All personal checks must show name, grade or rank, social security or service number, military organization, if applicable, and mailing address. This data must be on either the front or back of the check. The AF policy on dishonored checks applies.

Charter Carriers. Air carriers under charter to any department of the US Government to transport government cargo or passengers. The charter may be oral or written. Charter rates will be equal to those on file with the Civil Aeronautics Board (CAB).

Civil Aircraft. Commercial aircraft of any type.

Civil Aircraft Landing Permit, DD Form 2401. An application which, validated by an Air Force approving authority, authorizes the civil operator to use the installation(s) under the terms of AFI 10-1001, *Civil Aircraft Landing Permits*.

Command Fuels Officer. The officer responsible at MAJCOM level for the fuels operations of BFMOs under the jurisdiction of his command.

Contaminated Product. An off-specification product produced by mixing with other fuel grades or substances or by introducing foreign matter such as rust, dirt, or water.

Contract Carriers. Air carriers under contract to any department of the US Government to transport government cargo or passengers. They are under the operational control of the contracting department at rates lower than rates on file with the CAB.

Credit Agreement. An agreement executed by an aircraft operator (airline or other owning organization) concurring with the Air Force policy on avfuel credit. (Attachment 1H-1).

D

Defense Energy Support Center (DESC). The Defense Logistics Agency (DLA) supply center responsible for bulk petroleum procurement and distribution to base boundary. Procedures for the interface between Air Force operating locations and the DESC are published in DoDM 4140.25. DESC is located at Cameron Station, Alexandria VA 22304-6179.

Defense Energy Region (DER). Defense Energy Regions are decentralized field organizations representing the DESC commander with regional petroleum logistic support responsibility (DoDM 4140.25).

Defense Energy Supply Point (DESP). Any bulk fuel terminal (commercial or military) storing DESC owned products for redistribution to base level.

Department of Defense Activity Address Code (DODAAC). A six-position, alpha-numeric code assigned to identify units, activities, or organizations of the DoD. For purposes of this chapter, the DODAAC is identical to the stock record account number and is used in the first six positions of a MILSTRIP document number. DODAACs are published in DoDM 4000-25-6-, PT1-2, *DoD Activity Address Directory (DoDAAD), Parts I and II*, October 1994.

Determinable Losses. The loss of inventory where the cause is known, such as contamination, fire, spillage, downgrading, etc.

Directorate of Aerospace Fuels Management (SA-ALC/SF). This element is responsible for overall management of the fuels division, AF stock fund. Address is: SA-ALC/SF, 1014 Billy Mitchell Blvd, Ste 1, Kelly

AFB TX 78241-5603 (stock fund manager).

Downgrading. A procedure by which an off-specification product is designated for use as a lower grade product of a similar or same type.

DWCF (Air Force (AF) Stock Fund). A stock fund is a system for holding in suspense the cost of consumable materials from the time of acquisition until the items are issued for use. The fuels division is one of seven within the Air Force stock fund. Each military service, as well as the Defense Logistics Agency (DLA), has a similar stock fund. The fuels division is comprised of two management categories: Bulk petroleum fuels (aviation and ground) and missile fuels.

F

Federal Excise Taxes (FETs). Taxes levied under various sections of federal law on many types of items including aviation fuel sold within the United States. Avfuel (AV) and Leaking Underground Storage Tank (LUST) excises tax are forms of FET.

Financial Services Office (FSO). This office was previously referred to as the Base Accounting and Finance Office (BAFO). The FSO will act as a liaison office between the base and the Defense Accounting and Finance Office (DAO).

Free-on-Board (FOB) Destination. Product is accepted at destination by the Government. Shipper provides transportation.

Free-on-Board (FOB) Origin. Product is accepted at origin (source) by the Government. Government provides commercial transportation.

Fuels Accounting Office. DFAS-SA/AQR, 500 McCullough, San Antonio, TX 78215-2100 is the accounting and finance organization responsible for billing and collection of non-DoD avfuels sales and other non-base avfuels financial documentation with the exception of most of the issues to other countries. FMS issues are processed by DFAS-SA/AQR while USAFE and PACAF RIK issues are handled by the respective command. All remaining issues to other countries are processed by DFAS-DE/ICFM (NON FMS), 6760 East Irvington Place, Denver, CO 80279-2000. DFAS-SA/AQR also accomplishes centralized accounting as required for the missile fuels category, fuels division, AF stock fund.

Fuels Automated Management System (FAMS). An integrated program which provides a modern information system to automate the management and control of vital USAF petroleum resources.

Fuels Division. The Fuels Division, Directorate of Aerospace Fuels (SF), 1014 Billy Mitchell Blvd, Ste 1, Kelly AFB TX 78241-5603 handles bulk petroleum and missile fuels.

Fuels Management Officer (FMO). The individual charged with the accountability for base fuel stock record accounts and responsible for BFMO operations.

G

Gauging. Measuring the height of product in a tank, the depth of water, if any, and the fuel temperature.

General Ledger Account (GLA). A numbered classification of financial data that corresponds to specific segments of supply operations and financial activity. A separate GLA is designated, for example, for inventories on hand, receipts at invoice cost, accounts payable to suppliers, cash on hand, etc. GLAs reflect accumulated supply and accounting transactions in terms of dollars over a specified period of time, that is, monthly, annually,

or perpetually. AF stock fund GLAs are defined and listed in DFAS-DER 7420-1, *Procedures in Support of Air Force Stock Fund*. Subsidiary accounts are also listed.

I

In-transit Gain and Loss. The difference between the quantity of product shipped by the consignor and the quantity received by the consignee.

In-transit Inventory. AF owned product in-transit to any consignee including free on board (FOB) origin product paid for, but not received.

Inventory. Unless specified as "inventory intransit," the term inventory refers to on-hand stock funded assets. The term does not extend to fuel owned and stored by organizations outside the stock fund.

Inventory and Capital Control. A stock fund management concept by which limitations are placed on the amount of aggregate inventory permissible within a stock fund. By controlling aggregate inventory, obligations (purchases) and sales (issues) are indirectly controlled by the ability of customers (appropriated funds) to buy from the stock fund. Procurement/replenishment of stock is accomplished only as required to meet sales demand and to maintain the approval inventory objective.

Inventory In-transit. A segment of aggregate inventory. Inventory will be classified as in-transit (from procurement, not between storage points) when a bill has been received from the supplier, but the fuel has not been received (billed not received). This occurs on some FOB origin shipments. The applicable GLA is 140. When fuel is shipped between AF capitalized accounts, it is considered in-transit between storage points.

Inventory Management Plan (IMP). A DoD integrated plan of bulk fuel inventory levels and storage requirements designed to utilize DoD resources more efficiently and provide financial management data.

Issues. See reimbursable issues.

N

Non-recoverable Tank Bottom. That quantity of liquid that is below the suction manifold or drawoff line of a storage tank and is not available in normal day-to-day operations.

O

Obligations. The value of orders placed (including services and product received), less any credits, refunds, adjustments, or modifications to orders, deliveries, or billings. Obligations represent the amount the government has paid or agreed (obligated itself) to pay for goods and services.

On Order (Undelivered Orders Outstanding). The amount of material for which orders have been placed during a month which have not been received into inventory.

Orders Placed. The value of government orders for goods and services.

P

Packaged Petroleum Products. Petroleum products normally procured, handled, and issued in sealed containers (original package) of 55 gallons or less. As used in this manual, the term does not apply to products which are normally handled in bulk but occasionally are containerized for convenience.

Pipeline Tankage. Storage tanks utilized by pipeline operations for intermediate storage in order to facilitate

distribution/deliveries.

Purchases at Cost. The value of product received at contractors' prices.

Purchases at Standard. The value of product received at contractors' prices plus applicable surcharges. For product purchased from other DoD stock funds, standard price and cost price are the same. For local purchase items, standard price is cost plus surcharge.

R

Receipt. Acceptance of shipped product into inventory.

Refueling Document Control Officer (RDCO). An officer appointed by the wing commander to maintain responsibility for accounting of refueling for documentation to satisfy requirements of the AVPOL Program.

Reimbursable Issues (sales). Issues of stock fund material to customers for which reimbursement by the customer is required. All fuels division issues are reimbursable.

Reliability and Maintainability Information System. An aerospace vehicle inventory by serial number and other pertinent data used for management purposes primarily by maintenance. A small portion of this system is utilized by FAMS-A to determine possession of aircraft for billing purposes, reflected in the FAMS-A tail number table.

Retail Operating Location. A location at which military service-owned fuel is issued to and consumed by operating equipment and facilities or dispensed for subsequent reissue.

S

SA-ALC/SF. See "Directorate of Aerospace Fuels Management."

Safety Level. That portion of the PSO required to be on hand to assure continued operation during minor interruption of replenishment or fluctuation in demand.

Sales. See "Reimbursable Issues."

Shell Capacity (Fixed Tanks). Maximum fill level plus expansion space plus tank top with support member areas: Total volumetric tank capacity.

Source Identification and Ordering Authorization (SIOATH) (DESC Form 21.1). The SIOATH is used by DESC to advise bases supplied by DESC avfuel contracts of their source and authorized resupply quantity. The SIOATH may also be used to indicate source of supply and authorized quantities for bases being supplied from terminals (DoDM 4140.25).

Standard Price. An item unit price that represents invoice cost plus a surcharge. For items funded by other DoD stock funds (such as DESC--Funded Avfuels), the selling stock fund establishes the standard price. For local purchase items, the AF stock fund establishes its standard price by applying a surcharge to the local invoice price. This standard price is the item record price in the SBSS.

Storage Capacity. The total of existing bulk tankage assigned for product storage. Capacity is measured to maximum fill level for each tank and includes non-recoverable tank bottoms.

Supplementary Address. When applicable, the DODAAC of the activity being billed for products shipped to another location.

Surcharge. A mark-up over contract invoice unit price to recover costs to the stock fund, such as inventory

losses and transportation.

T

Transfer. The movement of product between refueling vehicles/storage tanks, regardless of method (pipeline/refueling unit), to replenish storage tanks.

Transfers In. Receipts from other AF capitalized accounts.

Transfers Out. Shipments to other AF capitalized accounts (equates to transfers on AF Form 1237, **Inventory (Fuels/Missile Propellants)**).

Trial Balance. A monthly summary of financial activity in a stock fund division. The report is produced at base level by the base accounting and finance office. The trial balance lists all financial activity by GLA and General Ledger Subsidiary Account (GLSA) in ascending numerical order.

U

Usable Inventory. Inventory available for use (excluding unrecoverable bottoms and pipeline fill, etc.).

Usable Storage Capacity. That part of storage capacity from maximum fill level to, but not including, non-recoverable tank bottoms for tanks currently in service.

W

War Reserve Materiel (WRM). A general term which refers to bulk petroleum war reserve stockage (BPWRS). WRM policy refers to general guidelines for the development of bulk petroleum war reserve requirement (BPWRR) and BPWRS.

Attachment 1B-1

**REQUIREMENTS SUBMISSION SCHEDULE FOR GASOLINE, AUTOMOTIVE FUEL, FUEL OILS,
AND KEROSENE**

Region	Area Included	Due SA-ALC/SFR	Period Covered
1	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont	15 Jan	1 Sep-31 Aug
2	New York, New Jersey, Pennsylvania	15 Feb	1 Oct-30 Sep
3	Delaware, Maryland, District of Columbia, Virginia, West Virginia, Ohio, Indiana, Kentucky, Tennessee	15 Dec	1 Aug-31 Jul
4	North Carolina, South Carolina, Georgia, Florida, Alabama, Mississippi, Louisiana, Arkansas, Missouri	15 Aug	1 Apr-31 Mar
5	Michigan, Wisconsin, Illinois, Minnesota, Iowa	15 Sep	1 May-30 Apr
6	North Dakota, South Dakota, Nebraska, Oklahoma, Texas, Wyoming, Colorado, New Mexico	15 Oct	1 Jun-31 May
7	Utah, Nevada, Arizona, California	15 Mar	1 Nov-31 Oct
8	Montana, Idaho, Washington, Oregon	15 Nov	1 Jul-30 Jun
9	Alaska	15 Feb	1 Oct-30 Sep
10	Hawaii	15 May	1 Jan-31 Dec
11	CONUS, Puerto Rico, Virgin Island	15 Aug	1 Apr-31 Mar

Attachment 1B-2

PURCHASE PROGRAM SCHEDULE (AVIATION FUELS)

Location	Purchase Program No (Note)	Product	Delivery Period	Requirements Due at DESC	Responsible Command
Alaska	2.2b(3) 3.2(4)	JP-4/JP-8 JP-5/JP-4	01 Oct-30 Sep 01 Mar-31 Oct	31 Dec 15 Jul	PACAF
Ascension Island	1.1I	JP-8	01 Jul-30 Jun	15 Oct	AFMC
Azores- Lajes Field	1.1I 2.1a	JP-4 Avgas	01 Jul-30 Jun 01 Apr-31 Mar	15 Oct 30 Jun	AMC
Benelux	1.1I 4.2	JP-8 Bulk Avlubes	01 Jul-30 Jun 01 Oct-30 Sep	15 Oct 01 Apr	USAFE
Canada Fox/Baffin MacKenzie River	1.6a(1) 1.6b(1)	Jet/Avgas Jet/Avgas	01 Jun-20 Sep 01 May-31 Aug	01 Nov 01 Oct	ACC
Panama	2.2a	JP-4	01 Apr-31 Mar	30 Jun	ACC
Germany	1.1I	JP-8	01 Jul-30 Jun	15 Oct	USAFE
Greece/Crete	1.1I	JP-8	01 Jul-30 Jun	15 Oct	USAFE
Guam	1.1h	JP-4/JP-8	01 Jan-31 Dec	15 Apr	PACAF
Hawaii	2.2b	JP-4/JP-8	01 Oct-30 Sep	31 Dec	PACAF
Into-Plane--Canada (Including Goose Bay)	1.6d(5)	Bulk/Jet B Intro-Plane	01 Jul-30 Jun	01 Nov	AMC
Into-Plane-- Overseas Worldwide	1.2(5)	Jet Fuels/Avgas Avoils at Commercial Airports	01 Jul-30 Jun	01 Sep	All MAJCOMs
Into-Plane-- CONUS A-M N-W	2.3e(5) 2.3c(5)	Avfuels/ Avlubes	01 Apr-31 Mar 01 Oct-30 Sep	01 Jun 01 Dec	All MAJCOMs
Italy	1.1I	JP-8	01 Jul-30 Jun	15 Oct	USAFE
Japan/Okinawa	1.1h	JP-4/JP-8	01 Jan-31 Dec	15 Apr	PACAF
Johnston Atoll Airfield	2.2b	JP-4/JP-8	01 Oct-30 Sep	31 Dec	PACAF
Korea	1.1h	JP-4/JP-8	01 Jan-31 Dec	15 Apr	PACAF
Mediterranean Greece/Crete	1.1I	JP-8	01 Jul-30 Jun	15 Oct	USAFE
Northeast Greenland	1.1j	JP-4	01 Jul-31 Aug	15 Sep	SPACECOM
Philippines	1.1h	JP-4/JP-8	01 Jan-31 Dec	15 Apr	PACAF

AFMAN23-110V1PT3

Puerto Rico	2.2a	JP-4	01 Apr-31 Dec	30 Jun	NGB
	2.2c	JP-5	01 Apr-31 Mar	30 Jun	
Spain	1.1I	JP-8	01 Jul-30 Jun	15 Oct	USAFE
Turkey	1.1I	JP-4	01 Jul-30 Jun	15 Oct	USAFE
United Kingdom	1.1I	JP-8	01 Jul-30 Jun	15 Oct	USAFE
Wake Island	2.2b	JP-4/JP-8	01 Oct-30 Sep	31 Dec	PACAF

NOTE:

1. All programs are DESC funded except purchase programs 1.6a and 1.6b. These programs will be funded by ACC.
2. 1.1, 2.1, 2.2, 2.5 and 4.2 Series purchases programs apply to bulk fuel requirements.
3. Does not include Cool Barge or Galena.
4. Excludes Bulk JP-5/Com Jet bought under purchase program 2.2a. Navy requirements for Point Barrow should be provided by the Navy Petroleum Office through the Office of Naval Research for procurement.
5. Criteria for submission of into-plane contract requirements are stated in DoDM 4140.25, Vol II, Chapter 1, para G, page 1-5.

Attachment 1B-3

PURCHASE PROGRAM SCHEDULE (GROUND FUELS)

Location	Purchase Program No. (Note)	Product	Funding Responsibility	Requirements Delivery Period	Due at SA-ALC/SFR	Service/ Cmd to Submit Requirements
Alaska	2.5b(2) 3.2 3.3(6)	All Grades All Grades All Grades	DESC DESC DESC	01 Oct-30 Sep 01 Mar-31 Oct 01 Mar-31 Oct	15 Dec 15 Jul 15 Jul	PACAF/ACC PACAF/ACC PACAF/ACC
Ascension Island	1.1b	All Grades	DESC	01 Jul-30 Jun	15 Sep	AFSPC
Australia	1.8t	All Grades	Air Force	01 Jul-30 Jun	15 Oct	Det42/AFMC
Azores-Lajes Field	1.1b	All Grades	DESC	01 Jul-30 Jun	15 Sep	ACC
Benelux	1.8i	All Grades	Ea Service	01 Oct-30 Sep	15 Feb	Army
Canada						
New Foundland	1.6c	All Grades	ACC	01 Jul-30 Jun	15 Aug	ACC
Fox Basin/Baffin	1.6a	All Grades	ACC	01 Jun-20 Sep	01 Nov	ACC
MacKenzie River	1.6b	All Grades	ACC	01 May-31 Aug	01 Oct	ACC
Downrange						
Bermuda		All Grades				Navy
Antigua		Mogas/DF2				AFMC
Antilles						
Bahamas		Other Grades				AFMC
		All Grades				Navy
Seychelles	1.8b	All Grades	Ea Service	01 Apr-31 Mar	15 Jul	AFSPC
Islands						
Germany	1.1b	All Grades	DESC	01 Jul-30 Jun	15 Sep	USAFE
	1.8m	(by terminal) All Grades local delivery	Ea Service	01 Oct-30 Sep	15 Jan	Army
Greece		Mogas/diesel/KSN				USAFE
	1.8d(5)		Ea Service	01 Feb-31 Jan	15 May	Navy
Crete						Navy
Guam	1.1a	All Grades	DESC	01 Jan-31 Dec	15 Mar	PACAF
Italy	1.8a	Mogas/FS3 FS5/Diesel	Ea Service	01 Apr-31 Mar	15 Jul	Army (N Italy) Navy (S Italy)
	1.1b	All Grades	DESC	01 Jul-31 Dec	15 Sep	USAFE
Japan/Okinawa	1.1a	All Grades	DESC	01 Jan-31 Dec	15 Mar	PACAF
	1.8g(4)	All Grades	Ea Service	01 Jul-30 Jun	15 Oct	Army
Korea	1.1a	All Grades	DESC	1 Jan-31 Dec	15 Mar	PACAF
	1.8v	All Grades		01 Aug-31 Jul	01 Dec	
Northeast- Greenland	1.1j	Mogas/DFA	DESC	01 Jul-31 Aug	15 Aug	AFSPC
Panama	2.5a(2)	All Grades	DESC	01 Apr-31 Mar	15 Jun	ACC
Philippines	1.1a	All Grades	DESC	01 Jan-31 Dec	15 Mar	PACAF
	1.8f	All Grades	Ea Service	01 Apr-31 Mar	01 Aug	Navy
Spain	1.1b	All Grades	DESC	01 Jul-30 Jun	15 Sep	USAFE
Turkey	1.8k	All Grades	Ea Service	01 Jul-30 Jun	15 Oct	USAFE
United Kingdom	1.1b	All Grades	DESC	01 Jul-30 Jun	15 Sep	USAFE
	1.8j	All Grades	Ea Service	01 Jul-30 Jun	15 Oct	
Wake Island	2.5b	All Grades	DESC	01 Oct-30 Sep	15 Dec	PACAF

NOTE:

1. 1.1, 2.1, 2.2, 2.5 and 4.2 series purchase programs apply to the bulk petroleum requirements (excluding Cool Barge).
2. All ground fuel for delivery by tanker, barge and pipeline (excluding 3.2 Cool Barge; 3.3 Indian Mountain AFS and Sparrevohn AFS). This program includes Galena Airport, Campion AFS, and Yukon AFB.
3. 1.8.

Attachment 1B-4

DOMESTIC AVFUEL GEOGRAPHICAL PROCUREMENT AREAS

East Coast	Gulf Coast	Inland	West Coast
Connecticut	Alabama	Arkansas	Arizona
Delaware	Florida	Colorado	California
District of Columbia	Georgia	Illinois	Idaho
Maine	Louisiana	Indiana	Montana
Maryland	Mississippi	Iowa	Nevada
Massachusetts	North Carolina	Kansas	Oregon
New Hampshire	South Carolina	Kentucky	Utah
New Jersey	Tennessee - Knoxville	Michigan	Washington
New York	Tennessee - Nashville	Minnesota	
(except for Niagara	Tennessee - Tullahoma	Missouri	
Falls and Leroy	Texas	Nebraska	
procured as "Inland")		New Mexico	
Pennsylvania		New York - Niagara Falls	
(except for Greater		New York - Leroy	
Pittsburgh procured		North Dakota	
as "Inland")		Ohio	
Rhode Island		Oklahoma	
Vermont		Pennsylvania - Greater	
Virginia		Pittsburgh	
West Virginia		South Dakota	
(except for Charleston		Tennessee	
and Parkersburg		(except for Knoxville,	
procured as "Inland")		Nashville, and Tullahoma	
		procured as "Gulf Coast")	
		West Virginia - Charleston	
		West Virginia - Parkersburg	
		Wisconsin	
		Wyoming	

Attachment 1B-5

PHYSICAL PROPERTY LIMITATION FOR JP-5 COMMERCIAL JET FUELS AND JP-8

Conduct test on jet fuel prior to use in AF-1 to determine that the fuel has properties which conform to the following limits:

	JP-5 MIN	MAX	Jet A MIN	MAX	Jet A-1 MIN	MAX	JP-8 MIN	MAX
Gravity API 60 degrees F	36.0	48.0	37.0	51.0	37.0	51.0	37.0	51.0
Weight per gal/lbs	6.6	7.0	6.5	7.0	6.5	7.0	6.5	7.0
Distillation degree F								
10%	-	400	-	400	-	400	-	400
20%	Report	-	-	Report	-	Report	Report	-
50%	Report	-	-	Report	-	Report	Report	-
90%	Report	-	-	-	-	-	Report	-
End Point	-	572	-	572	-	572	-	572
Freezing Point degrees F	-	-51	-	-40	-	-53	-	-53
Flash Point degrees F	140	-	100	-	100	-	100	-
Sediment (mg/gal)	-	2.0	-	2.0	-	2.0	-	2.0
Conductivity pS/m	Report	-	Report	-	Report	-	50	700
Corrosion	-	1	-	1	-	1	-	1
Water Reaction	-	1b	-	1b	-	1b	-	1b
Existent Gum (mg/100ml)	-	7.0	-	7.0	-	7.0	-	7.0
FSII % VOL	0.07	0.20	-	-	-	-	0.07	0.20

Water - Fuel must be clear and free of water on visual examination. Check water content of fuel with AEL or Aqua-Glo water detector kit, if available. Sample will be taken downstream of filter separator. Water content maximum by this method is 10 PPM.

NOTE: The FSII, sediment and conductivity limits above are use limits. All other physical property limits are specification limits.

Attachment 1C-1

RESERVED

1C1.1. Reserved for Future Use.

Attachment 1D-1

**ITEMS INCLUDED IN THE BULK PETROLEUM FUELS MANAGEMENT CATEGORY, FUELS
DIVISION, AIR FORCE STOCK FUND**

PART I - AVIATION FUEL ITEMS:

NSN	NOMENCLATURE	GRADE CODE
9130-00-359-2036	Turbine Fuel, Aviation, Grade Jet-A	JAA
9130-00-753-5026	Turbine Fuel, Commercial, Type A-1	JA1
9130-00-256-8613	Turbine Fuel, Grade JP-4, Bulk	JP4
9130-00-273-2380	Turbine Fuel, Grade JP-4, 55 Gal Dr, 16 Gage	JP4
9130-00-256-8617	Turbine Fuel, Grade JP-4, 55 Gal Dr, 18 Gage	JP4
9130-00-273-2379	Turbine Fuel, Grade JP-5, Bulk	JP5
9130-00-285-1294	Turbine Fuel, Grade JP-5, 55 Gal Dr, 18 Gage	JP5
9130-01-031-5816	Turbine Fuel, Grade JP-8, Bulk	JP8
9130-00-160-1839	Aviation Gasoline, Grade 80-87, Bulk	887
9130-00-221-2396	Aviation Gasoline, Grade 80-87, 55 Gal Dr, 16 Gage	887
9130-00-240-8208	Aviation Gasoline, Grade 80/87, 55 Gal Dr, 18 Gage	887
9130-00-179-1122	Aviation Gasoline, Grade 100/130, Bulk	130
9130-00-221-0677	Aviation Gasoline, Grade 100/130, 55 Gal Dr, 16 Gage	130
9130-00-221-0678	Aviation Gasoline, Grade 100/130, 55 Gal Dr, 18 Gage	130
9130-01-373-0208	Turbine Fuel, Kerosene, JP8, Arctic, MIL-T-83133	AN8
9140-00-985-7031	Turbine Engine Standard Lubricating Oil, MIL-L-6081 (Grade 1010)	LA6

Into-Plane Procurement:

9130-01-305-4096	Turbine Fuel, Grade JA1	IA1
9130-01-305-4097	Turbine Fuel, Grade JAA	IAA
9130-01-305-5595	Jet Fuel, Grade JAB	IAB
9130-01-305-5596	Jet Fuel, Grade JP4	IP4
9130-01-305-5597	Jet Fuel, Grade JP8	IP8

PART II - GROUND FUEL ITEMS:

NOTE: All Ground Fuel Items are Material Code "G"

NSN	NOMENCLATURE	GRADE CODE
9130-01-090-1092	Gasohol, Auto, Special Grade, Unleaded, Bulk	GUS
9130-01-355-2393	Gasohol, Auto, Midgrade Grade, Unleaded, Bulk	GUM
9130-01-090-1093	Gasohol, Auto, Regular Grade, Unleaded, Bulk	GUR
9130-00-160-1818	Gas, Auto, Cmbt, Type I, Bulk	MG1
9130-00-160-1817	Gas, Auto, Cmbt, Type I, 5 Gal CN	MG1

9130-00-221-0680	Gas, Auto, Cmbt, Type I, 55 Gal Dr, 16 Gage	MG1
9130-00-240-8204	Gas, Auto, Cmbt, Type I, 55 Gal Dr, 18 Gage	MG1
9130-00-160-1830	Gas, Auto, Cmbt, Type II, Bulk	MG2
9130-00-221-0685	Gas, Auto, Cmbt, Type II, 55 Gal Dr, 16 Gage	MG2
9130-00-240-8201	Gas, Auto, Cmbt, Type II, 55 Gal Dr, 18 Gage	MG2
9130-00-160-1831	Gas, Auto, Cmbt, Type II, 5 Gal CN	MG2
9130-01-096-3846	Gas, Auto, Cmbt, Type I, Bulk NATO, Code F-49	MG3
9130-01-281-5692	Turbine Fuel, Ground	DF8
9130-01-147-1344	Gas, Auto Cmbt, Korean, Bulk	MG4
9130-00-148-7103	Gas, Auto, Regular Unleaded Bulk	MUR
9130-00-148-7104	Gas, Auto Premium Unleaded Bulk	MUP
9130-01-272-0983	Gas, Auto, Midgrade Unleaded Bulk	MUM
9130-00-221-0679	Gas, Auto, Unleaded, 55 Gal Dr, 16 Gage	MGU
9130-00-240-8209	Gas, Auto, Unleaded, 55 Gal Dr, 18 Gage	MGU
9130-00-264-4538	Gas, Auto, Premium, Bulk	MGP
9130-00-264-6217	Gas, Auto, Premium, 55 Gal Dr, 16 Gage	MGP
9130-00-264-4539	Gas, Auto, Premium, 55 Gal Dr, 18 Gage	MGP
9130-00-264-6218	Gas, Auto, Premium, Bulk	MGR
9130-00-264-6216	Gas, Auto, Premium, 55 Gal Dr, 16 Gage	MGR
9130-00-264-6215	Gas, Auto, Premium, 55 Gal Dr, 18 Gage	MGR
9130-01-388-4080	Gas, Auto, Reformulated, Regular Grade	MRR
9130-01-388-4513	Gas, Auto, Reformulated, Midgrade	MMR
9130-01-388-4524	Gas, Auto, Reformulated, Premium Grade	MPR
9140-00-242-6748	Kerosene, Bulk	KSN
9140-00-261-7453	Kerosene, Deodorized, 1 Gal CN	KSD
9140-00-273-2394	Kerosene, 55 Gal Dr, 16 Gage	KSN
9140-00-242-6748	Kerosene, Bulk	KSN
9140-00-242-6751	Kerosene, 55 Gal Dr, 18 Gage	KSN
9140-00-965-2396	Kerosene, Deodorized, 55 Gal Dr, 18 Gage	KSD
9140-01-408-7211	Kerosene K-1 (Japan)	KJ1
9140-00-247-4354	Fuel Oil Burner FS6, High Sulfur, Bulk	FS6
9140-00-247-4360	Fuel Oil Burner FS4, High-Sulfur, Bulk	FS4
9140-00-247-4361	Fuel Oil Burner FS4, High-Sulfur, 55 Gal Dr, 16 Gage	FS4
9140-00-247-4358	Fuel Oil Burner FS4, High-Sulfur, 55 Gal Dr, 18 Gage	FS4
9140-00-247-4359	Fuel Oil Burner FS5, High-Sulfur, Heavy, Bulk	FS5
9140-00-247-4365	Fuel Oil Burner FS2, High-Sulfur, Bulk	FS2
9140-00-247-4362	Fuel Oil Burner FS2, High-Sulfur, 55 Gal Dr, 16 Gage	FS2
9140-00-247-4366	Fuel Oil Burner FS1, High-Sulfur, Heavy Bulk	FS1
9140-00-247-4367	Fuel Oil Burner FS1, High-Sulfur, 55 Gal Dr, 16 Gage	FS1
9140-00-247-4364	Fuel Oil Burner FS1, High-Sulfur, 55 Gal Dr, 18 Gage	FS6
9140-00-273-2377	Fuel, Naval Distillate, High-Sulfur, Bulk	F76
9140-00-255-7764	Fuel, Naval Distillate, High-Sulfur, 5 Gal Cn	F76
9140-00-274-1912	Fuel, Naval Distillate, High-Sulfur, 55 Gal Dr, 16 Gage	F76

9140-00-273-2378	Fuel, Naval Distillate, High-Sulfur, 55 Gal Dr, 18 Gage	F76
9140-00-079-5805	Fuel, Naval Distillate, High-Sulfur, Bulk	DFW
9140-00-000-0186	Fuel Oil Diesel Arctic, Low Sulfur, Bulk	DLA
9140-00-286-5283	Fuel Oil Diesel Arctic, High-Sulfur, Bulk	DFA
9140-00-286-5284	Fuel Oil Diesel Arctic, High-Sulfur, 55 Gal Dr 16 Gage	DFA
9140-00-286-5285	Fuel Oil Diesel Arctic, High-Sulfur, 55 Gal Dr	DFA
9140-00-000-0185	Fuel Oil Diesel Winter, Low Sulfur, Bulk	DL1
9140-00-286-5286	Fuel Oil Diesel Winter, High-Sulfur, Bulk	DF1
9140-00-286-5288	Fuel Oil Diesel Winter, High-Sulfur, 55 Gal Dr, 16 Gage	DF1
9140-00-286-5289	Fuel Oil Diesel Winter, High-Sulfur, 55 Gal Dr, 18 Gage	DF1
9140-00-419-0450	Fuel Oil Diesel Winter, High-Sulfur, 500 Gal Dr	DF1
9140-00-000-0184	Fuel Oil Diesel, Low Sulfur, Bulk	DL2
9140-00-286-5294	Fuel Oil Diesel Regular, High-Sulfur, Bulk	DF2
9140-00-286-5296	Fuel Oil Diesel Regular, High-Sulfur, 55 Gal Dr, 16 Gage	DF2
9140-00-286-5297	Fuel Oil Diesel Regular, High-Sulfur, 55 Gal Dr, 18 Gage	DF2
6830-01-377-8183	Gas, Natural, Dry	CNG

PART III - AFSS ID CODES:

GRADE CODE	NSN	AFSS ID CODE
MUS	9130-00-148-7102	01
MUR	9130-00-148-7103	02
MUP	9130-00-148-7104	03
MG1	9130-00-160-1818	04
MG2	9130-00-160-1830	05
MGU	9130-00-160-1837	06
MLR	9130-00-167-6775	07
MLP	9130-00-172-8708	08
MGP	9130-00-264-4538	09
MGR	9130-00-264-6218	10
F76	9140-00-273-2377	11
DFA	9140-00-286-5283	12
DF1	9140-00-286-5286	13
DF2	9140-00-286-5294	14
10W30	9150-00-186-6703-1	15
HDO30	9150-00-680-1104-1	16
HDO30	9150-00-189-6729-1	17
10W40	9150-00-116-0506-1	18
GUS	9130-01-090-1092	19
GUR	9130-01-090-1093	20
GUP	9130-01-090-1094	21
MG3	9130-01-096-3864	22
MRR	9130-01-388-4080	23

MMR	9130-01-388-4513	24
MPR	9130-01-388-4524	25
GUM	9130-01-355-2393	26
KJ1	9104-01-408-7211	27
NOT ASSIGNED		28-29
MUM	9130-01-272-0983	30
NOT ASSIGNED		31-32
MUG	9130-12-323-2506	33
DL1	9140-00-000-0185	34
DL2	9140-00-000-0184	35
DLA	9140-00-000-0186	36
NOT ASSIGNED		37

GRADE CODE	NSN	AFSS ID CODE
DF8	9130-01-281-5692	38
JP4	9130-00-256-8613	39
NOT ASSIGNED		40-49
CNG	6830-01-377-8183	50

Attachment 1D-2

ISSUE/DEFUEL MANUAL DATA REFERENCE

AF Forms 1994, **Fuels Issue/Defuel Document (DoD)**, and 1995, **Fuels Issue/Defuel Document (non-DoD)**, will always be imprinted by the refueling unit/hydrant/fillstand operator for issues/defuels to obtain station plate and date wheel data; otherwise, this data must be manually entered. Customer possession of a valid identaplate and/or the form used for issue/defuel will determine the extent of other required manual entries as follows:

Block	Data Entry	Manual Data Entry Required When:			
		Card is Not Used	Card is Used	With AF 1994	With AF 1995
TRIC (cc 1-3)	1RF (Issue)	X	X	X	X
	1DF (Defuel)	X	X	X	X
CIC (cc 4-6)	Applicable Customer Identification Code (e.g., CSH)	X		X	X
TID (cc 7)	Nonfly TID N (when applicable)	X		X	
B (Organization)	Nonfly Organization Code (when applicable)	X		X	
C	Applicable Home Station Data	X		X	X
Quantity (cc 25-29)	Issue/Defuel Quantity (e.g., 00950 = 950 gl)	X	X	X	X
Serial Number	Sequential Control Number (01-99)	X	X	X	X
D	Customer's Complete Billing Address	X			X
E	Checks of Applicable Blocks	X			X
F	Operator/Recipient Signature	X	X		X
G	Operator/Recipient	X	X	X	X

Attachment 1D-3

ISSUE/DEFUEL DATA VALIDITY REFERENCE

PART I - AF FORM 1994, FUELS ISSUE/DEFUEL DOCUMENT (DOD):

Block/ Pos	Data	From Credit Card	From Station Plate	Manual Entry	Data Criteria
1-3	Transaction Identification Code			X	Will contain 1RF (issue) or 1DF (defuel)
A	Station Plate Data		X		Will contain fuel grade code (e.g., JP4); issue point (i.e., refueling unit/hydrant/fillstand issue point and number -Ruxx, RHxx, FSxx); BFMO DODAAC (i.e., FP3067-Mather BFMO SRAN); system designator (i.e., BFMO System Designator). The grade code and DODAAC are imprinted for visual identity only and are not perpetuated into the SBSS ADS. The issue point data and system designator must be transcribed to cc 34-35, cc 40-41 and cc 55-56.
4-6	Customer Identification Code	X		X	Refer to attachment 1D-2 for valid codes, except for commercial, refer CMAL "Credit Sale of Avfuel" for commercial codes.
7	Type Issue/ Defuel Code	X		X	Will contain a valid code as prescribed in Attachment 1D-3 when applicable. Will contain N (nonfly) if Block B contains an organization code or if CIC is Ixx (DMIF); I or T for tanker defuels/jettisons and in-flight issues; E for bulk issues. TID Code A or B will be program assigned when left blank. When a manually prepared AF Form 1995 is used for cash sales, (CIC=CSH) TID Q will be used.
B	Organization/ Squadron Designator	X		X	Will contain the organization code for cash sales and nonfly transactions as applicable. Will contain the three position squadron designator to which the aircraft is assigned.
C	Home Station	X		X	Will contain home station data (e.g., Mather AFB).
8-22	Stock Number/ Grade Code		X		Will contain a valid NSN or grade code (i.e., JP4) in cc 8-10. When the product has a valid NSN assigned, unit of issue.
23-24	Unit of Issue		X		Will contain GL (gallon) or (drum) for normal transactions; LB (pound) for tanker defuels and

					in-flight issues/jettisons (TID I, T) must equal gallon (GL).
25-29	Quantity			X	Will contain a filled quantity in gallons entered by the refueling unit/hydrant/fillstand operator and a quantity in pounds for tanker defuels and in-flight issues or jettisons.
30	Activity Code				Will be blank in input (program will assign R).
31-33	Organization/ Squadron Designator	X			When manually preparing an AF Form 1995 for cash sale, the organization code will be the locally assigned organization code for cash sales transactions.
34-35	Issue Point		X	X	Will contain manually assigned RT for in-flight tanker defuels and in-flight issues or jettisons.
36-39	Transaction Date				Will be manually assigned for in-flight tanker transactions.
40-41	Issue Point Number		X		Will contain manually assigned 00 for defuels from in-flight tankers and in-flight issues or jettisons from tankers.
42-43	Serial Number			X	Will contain a manually assigned issue sequence control number
44	Blank				Blank
E				X	Will contain the applicable RIK agreement for RIK (TID R) transaction (e.g., USAF-RCAF RIK agreement; otherwise, may contain any optional data).
45-50	Supplementary	X			Will contain a bill-to/computer support base DODAAC.
67-74	Tail/Serial Number	X			Will contain the eight digit tail number of the aircraft being refueled. The first two digits will be the last two digits of the year the aircraft was manufactured, followed by a six position serial number. For serial numbers less than six digits, justify right and zero fill (i.e., 93-001234).
75-80	Home Station	X			Will contain the aircraft home station DODAAC (e.g., FB3067, FP3067, or FG3067, as applicable). Refer to DoDM 4000.25-6, DoD Activity Address Directory (DODAAD), for translating Block C home station data. Will be blank for non-flying transactions (TID N) and AF Form 1995 issues/defuels. If the TID code is X, cc 74-80 must contain EYnnnn. The contractors'

					DODAAC EY = alpha and nnnn = numerics
F				X	Will contain imprinted aircraft M/D/S.
G				X	Will contain unit operator's notation UNIT WILL NOT REGISTER DEFUELS or UNIT METER BYPASSED for defuel (1DF) transactions, as applicable. May contain any other optional data when the above criteria do not apply
H	Issue/ Received By				Will contain the applicable dispensed grade code (e.g., JP4) and the signature of the refueling unit/hydrant/fillstand operator, and the fuel recipient signature, printed name and grade.
I				X	May contain any optional data.
J	Transaction Date				Will contain imprinter datewheel setting in Julian date configuration (e.g., 03274 = 1 Oct 1993); the first position will always be a zero.

PART II - AF FORM 1995, FUELS ISSUE/DEFUEL DOCUMENT (NON-DOD):

The data/criteria prescribed for the AF Form 1994 applies to the AF Form 1995, except for differences in block alignment and designation and the following additional criteria:

Block/Pos	Data	From Credit Card	From Station Plate	Manual Entry	Data Criteria
D	Billing Address			X	Will contain the complete billing address to include type aircraft and serial number obtained from the customer. (The DODAAC from the credit card of non-DoD US Government agency aircraft is acceptable in lieu of complete billing address.)
E	Check Blocks			X	Will contain check marks in the applicable blocks.

Attachment 1E-1
NOTIFICATION OF DELINQUENCY
(ARMY AND NAVY)

MEMORANDUM FOR *(Commander of Aircraft Home Station)*
 (Address of Home Station)

FROM: *(Self explanatory)*

SUBJECT: Notification of Delinquency

1. On (Date) , (M/D/S) aircraft serial number (number) arrived at this base and requested fuel servicing. The crew of this aircraft did not have a valid Jet Fuel Identaplate, DD Form 1896, as required by DA Pamphlet 710-2-2 (for Army Addressees)/(NAVSUP INST 7300.28 for Navy Addressees). Consequently, fuel servicing of your aircraft was delayed pending review of aircraft documents to determine proper billing information for entry on the fuel issue document.
2. Data recorded by use of the Jet Fuel Identaplate is essential for prompt, accurate billing for aviation fuel.
3. Your assistance in correcting this discrepancy will be appreciated.

FOR THE COMMANDER:

cc:
Attn: SATPC-L
USA Petroleum Center 54M Ave, Ste 9
New Cumberland, PA 17070-5008
(Army Addressees)

U.S. Navy Petroleum Office
Attn: Ms Vivian Williamson
5010 Duke Street
Cameron Station T-40
Alexandria, VA 22304-6180
(Navy Addressees)

Attachment 1E-2

AVFUELS CREDIT CARD EMBOSSING INSTRUCTIONS

CREDIT CARD DATA:

Line	Positions	Data	Related AF Form 1994 Col/Blocks
1	1-3	Customer identification code.	Cols 4-6
	4	Type issue/defuel (TID) code "N," when applicable.	Col 7
	5-7	Organization designator as indicated in REMIS. Organization code, when TID "N" is assigned.	Block B
	8-19	Base name.	Block C
3	1-6	Enter FP2050	Cols 45-50
	7	Enter signal code "B."	Col 51
	8-9	Fund code.	Cols 52-53
	10-12	Blank.	Cols 54-56
	13-19	Aircraft M/D/S (AFTO Form 781).	Cols 57-63
5	1-8	Aircraft tail/serial number (example 93-0000837).	Cols 67-74
	9-14	Home base "FP" DODAAC (DoDM 4000.25-6).	Cols 75-80
	15-19	Expiration date (see note 1).	Block F

NOTE:

1. Expiration date not required for Air Force customers.
2. For assistance in determining the correct DODAAC, contact SA-ALC/SFRF, 1014 Billy Mitchell Blvd, Ste 1, Kelly AFB TX 78241-5603

AVFUELS CREDIT CARD EMBOSSING INSTRUCTIONS:

1. When DD Form 1896 or AF Form 1245 are embossed according to these instructions, all data should print in the appropriate blocks of AF Form 1994. When data does not print in the appropriate block of AF Form 1994, the embossing machine will be adjusted to insure proper alignment.
2. Customer identification and fund codes are published in attachment 1D-2.
3. The aircraft M/D/S should always match the M/D/S on the aircraft AFTO Form 781F and stenciled on the aircraft fuselage. When embossing the M/D/S, positions 13 and 14 will be left blank when unused. Positions 16 and 17 will be zero filled when unused. For example F16D will be embossed "F016D," etc.
4. Organization designators must be the same as indicated in REMIS. Those organization designators consisting of less than three digits will be zero filled. For example 1TFW will be "001." When an organization designator consists of four digits, only the last three digits will be embossed.
5. The aircraft tail/serial number is used to bill the owning organization for avfuel. The importance of insuring that the **correct tail/serial number is embossed on the credit card cannot be over emphasized.**
6. Special care must be exercised when preparing credit cards for ANG/AFRC units which are tenants on AF

bases. Credit cards for these units will reflect the ANG/AFRC unit's DODAAC as the home station DODAAC along with signal code "B" and the supplementary address of FP2050.

7. For aircraft which consume a grade of avgas other than grade 100/130, the appropriate grade will be embossed in the lower right corner AF Form 1245.

8. Non-flying issues are defined as issues to equipment other than aircraft, that is, missiles, engine block testing, support equipment, etc. Other categories of special issues are described in paragraph 1.94., which are also considered to be non-flying issues and, as such, require special handling. Organizations which require the use of aviation fuels and bulk oils for non-flying purposes will submit a request for an organizational record load to chief of supply according to AFMAN 23-110V2PT2, chapter 27. Upon approval, the BFMO will emboss the applicable DD Form 1896/AF Form 1245 with the following information in the appropriate blocks:

- a. Customer identification code.
- b. Type issue/defuel code "N" (non-fly).
- c. Organization code. This code is locally assigned according to AFMAN 23-110V2PT2, chapter 27, for use in coding documents recording non-flying issues/defuels. Organization codes will always be preceded by type issues/defuel code "N" to reproduce in column 7, AF Form 1994.
- d. Line 5 (cols 67-80, AF Form 1994) may be used for any identification data by the base when recording non-flying transactions.

NOTE: Additional DD Forms 1896/AF Form 1245 may be issued to organizations for isolated items of equipment as required in order to provide for a more efficient operation.

Attachment 1E-3

STATION PLATE EMBOSSING INSTRUCTIONS

STATION PLATE DATA:

Line	Positions	Data	Related AF Form 1994 Col/Blocks
1	1-3	Blank for aviation fuel. May be embossed to reflect TRIC "1RF" for ground fuel. NOTE: Operator will enter "R" for refuel or "D" for defuel. May be embossed to reflect "1RF" or "1DF" if embosser is exclusively used for refuels or defuels.	
	4-6	If unit of issue is other than GL or item has a locally assigned stock number, enter grade code (Atch D-1).	Block A
	7	Blank.	
	8-11	Fueling unit (RU), hydrant (RH), or fillstand (FS), identification with last two digits of fueling unit (note 1), hydrant pit or fillstand number, as applicable. For service station issues enter SSTA (note 2).	Block A
	12	Blank.	
	13-16	DoDM 4000.25-6 BFMO DODAAC.	Block A
	17	Blank.	
	18-19	BFMO System designator.	Block A
3	1-3	Grade code. If unit of issue is other than GL or if item is carried under a locally assigned stock number, enter national stock number (NSN) in positions 1-13.	Cols 8-10
	4-13	Blank if not used for NSN.	
	15-16	Blank.	
	16-17	GL (if unit of issue is other than GL, leave blank).	Cols 23-24
	18-19	Blank.	

NOTE:

1. Bases sometimes have fueling units with serial numbers ending in the same last two digits. When this occurs, change one of the identical numbers to an arbitrarily established unused number on the station plate. Use this name for assignment of document numbers.
2. For bases with more than one service station, use SSTA, SSTB, SSTC, etc.

Attachment 1E-4

USAF GROUND FUEL CREDIT CARD EMBOSSING FORMAT

Line	Positions	Data	Related AF Form 1994 Col/Blocks
1	1-3	Customer identification code.	Cols 4-6
	4	Type issue/defuel (TID) code.	Col 7
	5-7	Base assigned organizational code.	Block B
	8	Blank.	
	9-19	Vehicle type and manufacturer or building number, facility number or identifying data.	Block C
3	1-6	Home station "FP" DODAAC.	Cols 45-50
	10	OLVIMS or Non-OLVIMS indicator: "1" For OLVIMS "2" For Non-OLVIMS	Col 54
	11-12	Blank.	
	13-19	Type of equipment receiving fuel, that is "HTG PLT," "PWR," "SPT EQP," etc.	Cols 57-63
5	1-8	US Air Force registration/CE facility number.	Cols 67-74
	9-12	Blank.	
	13	Type fuel, G-Gasoline, D-Diesel, K-Kerosene, etc.	Col 79

NOTE: The OLVIMS has no requirement for AF Form 1252. Therefore, AF Form 1295 may be used in lieu of AF Form 1252 for fuel servicing where no AFSS exists.

Attachment 1E-5

AERIAL TANKER IN-FLIGHT ISSUE LOG (AF FORM 791)

PART I - SAMPLE AF FORM 791

AERIAL TANKER IN-FLIGHT ISSUE LOG					MISSION DATE AND TIME				
					FROM		TO		
					DATE 117	TIME (Zulu) 0753	DATE 117	TIME (Zulu) 1208	
TANKER ORGANIZATION AND HOME STATION					TANKER MDS KC-10A		TANKER SERIAL NO. 79-001951		FUEL GRADE JP-8
ISSUES ¹									
AIRCRAFT COMMAND	AIRCRAFT MDS	AIRCRAFT TAIL NO.	AIRCRAFT CALL SIGN	AIRCRAFT HOME STATION	QUALITY ISSUED				
					POUNDS	GALLONS			
ACC	F-15E	86- 000061	EAGLE 12	0004 TFW Seymour Johnson	3,000				
ANG	F-16C	84- 001092	FALCON 26	0140 TFG Fresno ANGB CA	2,500				
AMC	C-5B	85- 000010	VACA 99	0060 AMW Travis AFB CA	20,000				
USN	F-18A	00- 000000	TANGO 01	VA-205 New Orleans NAS LA	4,200				
FMS	F-16D	93- 002910	SAND 02	FMS Case # ____ . Egypt	6,000				
				JETTISON	5,000				
BOOM OPERATOR'S NAME AND GRADE (Print)					TOTAL	40,700			
<small>1. WHEN FUEL IS JETTISONED, ENTER QUANTITY AND NOTE "JETTISONED". 3. ENTER COMMAND OF AIRCRAFT REFUELED, e.g., "AAC", "MAC", "ANG", etc. 3. ENTER AIRCRAFT MISSION, DESIGN, SERIES, e.g., "B%@G", "F15A", "F106B", etc.</small>									

AF FORM 791, FEB 83 (EF-V1) (PerFORM PRO)

PREVIOUS EDITION WILL BE USED.

PART II - INSTRUCTIONS FOR COMPLETING AF FORM 791

- Mission Date and Time: From: Enter the Julian date and Zulu take off time, i.e., Date 117, Time 0753. To: Enter landing date and time (same as above).
- Tanker Organization and Home Station: Enter the tanker squadron of assignment, i.e., 0009 ARS, 0006 ARS, 0070 ARS or 0079 ARS and home station.
- Tanker M/D/S: Enter the tanker M/D/S, i.e., KC-10A, KC-135E, or KC-135R.
- Tanker Serial Number: Enter 8 digit tanker serial (tail) number, i.e., 79-1949 is 79001949.
- Fuel Grade: Enter the type of fuel off loaded, i.e., JP-4, JP-8, Jet-A, etc.
- Aircraft Command: Enter the receiver aircraft command of assignment, i.e., ACC (Air Combat Command), AMC (Air Mobility Command), AFMC (Air Force Material Command), ANG (Air National Guard), AFR (Air Force Reserve), etc. Non-Air Force receivers will be entered as USN (Navy), USMC (Marine), and USA

(Army). Foreign military sales will be FMS.

7. Receiver M/D/S: Enter the receiver aircraft M/D/S, i.e., F-16A, B-52H, F-15E, etc.
8. Receiver Tail Number: Enter the receiver aircraft tail number using zeros between the 2 digit year and the last 4. For example 79-1952 would be 79001952. At present, tail numbers are not required for non Air Force receivers.
9. Receiver Call Sign: Enter the receivers call sign, i.e., Primo 61, Reach 09671 or Cobra 99.
10. Unit of Assignment and Aircraft Home Station: Enter the aircraft, not the pilots, unit of assignment (Wing or Squadron) and home station, i.e., 366 TFS, Mountain Home AFB, ID; 4 WG, Seymour Johnson AFB, NC. If fuel was dumped enter JETTISON in this block. If fuel is for an FMS receiver enter the FMS case number and country.
11. Pounds Off loaded: Enter the off load to each receiver aircraft or jettisoned in pounds.
12. Boom Operators Name and Grade: Self explanatory.
13. Total MSN Off load: Enter the total fuel off loaded or jettisoned.
14. Mission Number: Enter the mission number for the mission or leg being flown in the margin above mission date and time.

Prepare a separate entry for each aircraft refueled.

Attachment 1E-6
SAMPLE - CASH COLLECTION VOUCHER

CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NUMBER CS 893		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER FP7395 606 0002		
RECEIVING OFFICE	ACTIVITY (Name and location) Base Fuels Management Office, Hammond AFB, NH			
	RECEIVED AND FORWARDED BY (Printed name, title and signature) John J. Jones, Capt, USAF Fuels Management Officer			DATE 15 Oct 98
DISBURSING OFFICE	ACTIVITY (Name and location) AFO, Hammond AFB, NH			
	DISBURSING OFFICER (Printed name, title and signature) A. L. Smith, Capt, USAF Defense Accounting and Finance Service		DISBURSING STATION SYMBOL NUMBER 5837500	
PERIOD: From To				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
15 Oct 98	ABC Airlines (Charter)B707 A/C # N123AB Cash Sale (Note 1)	JP-8 Avfuel 2100 GI @ \$0.8357 per GI	\$1,754.97	97X4930 .FC01 61 (Local OAC/ABAN) C-99 (Local ADSN)
15Oct 98	Flip Top Airlines (Civil) Beech A/C #N222RV	JP-8 Avfuel 1600 GI @ \$0.8357 per GI	\$1,337.12	97X4930 .FC01 61 (Local OAC/ABAN) C-99 (Local ADSN)
		Federal Excise Tax @ \$0.175 per GI	\$280.00	57F0152.0001 660700 (DFAS-SA)
		LUST Tax @ \$0.001 per GI (Note 2)	\$1.60	57F0152.0001 660700 (DFAS-SA)
		AV Tax @ \$0.043 per GI (Note 2)	\$68.80	57F0152.0001 660700 (DFAS-SA)
NOTES: 1. No FET, LUST, or AV tax was collected on the first example since the example represents an issue to an aircraft whose next destination was more than 225 miles outside the Unites States (US) except Hawaii. 2. LUST and AV taxes must be shown as separate entries. These taxes are collected for all aircraft operating in the United State, Alaska, and Hawaii. The only exemption is if the next destination is 225 miles outside the US, except Hawaii.				
TOTAL			\$3,442.49	

DD FORM 1131, APR 57 (EF)

PREVIOUS EDITION MAY BE USED.

Form approved by Comptroller General, U.S.
24 January 1956

Attachment 1E-7

CUSTOMER IDENTIFICATION CODE (CIC) AND FUND CODE

1. DoD

Title	CIC	Use for Issues/Defuels Applicable To	Fund Fly	Fund Nonfly
Air Combat Command	ACC	Air Combat Command	61	30
Air Force Academy	ACD	Air Force Academy	61	30
US Air Forces in Europe	AFE	Air Force in Europe	61	30
Air Force Reserve	AFR	Air Force Reserves	61	54
Airlift Service Industrial Fund	ALS	Air Force Industrial Fund	61	68
Air Mobility Command	AMC	Air Mobility Command	61	30
Air National Guard	ANG	Air National Guard	61	55
Aeronautical Systems Division	ASD	Aeronautical Systems Division (Note 1)	61	10/11
Air Education and Training Command	ATC	Air Education and Training Command	61	30
Air Force Communications Command	CSV	Air Force Communications Command	61	30
Department of Defense	DOD	DoD components other than USAF, USN, USM, USA and DLA	97	97
Defense Logistics Agency	DLA	Defense Logistics Agency	99	
Defense Reutilization and Marketing Office	DSP	Shipments to DRMO for disposal	99	
Electronic Security Command	ELC	Electronic Security Command	61	30
Air Force Engineering and Services Center	ESC	Air Force Engineering and Services Center	30	
Contractor Operated Air Force Test Projects	LOG	Contractor Operated Air Force Test Projects		
Air Force Materiel Command	MAT	Air Force Materiel Command	61	30
	SYS		61	28/29 (Note 2)
Air Force Medical Services Command	MCT	Air Force Medical Services Command	30	
Air Force Inspector General Activities Center	IGC	Air Force Inspector General Activities Center	30	
Air Force Office of Special Investigations	OSI	Air Force Office of Special Investigations	30	
Pacific Air Forces	PAF	Pacific Air Forces	61	30
Air Force Recruiting Service	RCT	Air Force Recruiting Service	30	
Air Force Special Operations	SOF	Air Force Special Operations	G1	G1
Oklahoma City ALC	IOC	Use for Issues Applicable to	6E	

Ogden ALC	IOO	Depot Maintenance Industrial	6E	
San Antonio ALC	ISA	Fund	6E	
Sacramento ALC	ISM		6E	
Warner Robins ALC	IWR		6E	
Other Air Force	OAF	Activities of US Air Force other than those listed	30	
US Army	USA	US Army and Army National Guard (Includes Army Aircraft assigned to MAAGs)	(Note 3)	
Air Force Space Command	SPC	Air Force Space Command	61	30
US Marine Corps	USM	US Marine Corps (For Into-Plane Issues/Defuels only)	(Note 3)	
US Navy	USN	US Navy (Includes Navy Aircraft assigned to MAAGs)	(Note 3)	

2. Others: (Supported by AF 1995)

Title	CIC	Use for Issues/Defuels Applicable To	Fund Fly	Fund Nonfly
Aero Clubs	AER	Aero Clubs (credit sales only). Cash sales will be recorded as "CSH."		
Department of Agriculture	AGD	Department of Agriculture	99	99
Department of Energy	DOE	Department of Energy	99	99
Department of Interior	DOI	Department of Interior	99	99
Department of Justice	JUD	Department of Justice	99	99
Department of Treasury	TRE	Department of Treasury	99	99
Federal Aviation Administration	FAA	Federal Aviation Administration	99	99
General Services Administration	GSA	General Services Administration	99	99
National Aeronautics and Space Agency	NAS	National Aeronautics and Space Agency	99	99
US Coast Guard	COG	US Coast Guard	99	99
Other US Government Agencies	OUS	US Government agencies which a specific code is not assigned; also issues to state, county and municipal governments.	99	99
Security Assistance (SA) Program	SAP	Foreign governments when authorized by a funded SA program	39	39
Foreign Military Sales	FMS	Foreign governments under an FMS case number and USAF aircraft enroute to FMS consignees.	47	47
US Commercial Carriers	COM	For Contract, Charter and Civil aircraft in emergency situations and no CIC code is listed.	99	99
Foreign Government	FRG	For foreign military aircraft in emergency situations when no CIC code is listed.	99	99

Foreign Commercial Carriers	FCO	For foreign contract, charter and civil aircraft in emergency situations and no CIC code is listed.	99	99
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3. Cash Sales Code:

Title	CIC	Use for Issues/Defuels Applicable To	Fund Fly	Fund Nonfly
Cash Sales Code	CSH	Issues on a cash basis, even if the issue would otherwise be chargeable to another code.	99	99

4. Country Codes:

Note: The following codes are to be used when issuing fuel to military forces of the **below listed countries**.
Fund code 99 will be used for flying and non-flying.

COUNTRY	CIC
AFGHANISTAN	AFO
ALBANIA	AIO
ALGERIA	AGO
AMERICAN SAMOA	AQO
ANDORRA	ANO
ANGOLA	AOO
ANGUILLA	AVO
ANTARCTICA	AYO
ANTIGUA & BARBUDA	ACO
ARGENTINA	ARO
ARMENIA	AMO
ASHMORE & CARTIER ISLANDS	ATO
ASIA	AIO
AUSTRALIA	ASO
AUSTRIA	AUO
AZERBAIJAN	AJO
BAHAMAS	BFO
BAHRAIN	BAO
BAKER ISLAND	FQO
BANGLADESH	BGO
BARBADOS	BBO
BASSAS DE INDIA	BSO
BELGIUM	BEO
BELIZE	BHO
BENIN	BNO
BERMUDA	BDO

BHUTAN	BTO
BOLIVIA	BLO
BOSNIA & HERZEGOVINA	BKO
BOTSWANA	BCO
BOUVET ISLAND	BVO
BRAZIL	BRO
BRITISH INDIAN OCEAN	BIO
BRITISH VIRGIN ISLANDS	VIO
BRUNEI	BXO
BULGARIA	BUO
BURKINA FASO	UVO
BURMA	BMO
BURUNDI	BYO
BYELARUS	BOO
CAMBODIA	CBO
CAMEROON	CMO
CANADA	RCF
CAPE VERDE, Republic of	CVO
CARIBBEAN	A3O
CAYMAN ISLANDS	CJO
CHAD	CDO
CHILE	CIO
CHINA	CHO
CHRISTMAS ISLAND	KTO
CLIPPERTON ISLAND	IPO
COCOS (KEELING) ISLAND	CKO
COLUMBIA	COO
COMOROS	CNO
CONGO	CFO
COOK ISLANDS	CWO
CORAL SEA ISLANDS	CRO
COSTA RICA	CSO
CRETE	VJO
CROATIA	HRO
CUBA	CUO
CYPRUS	CYO
CZECH REPUBLIC (formerly CZO)	EZO
DENMARK	DAO
DJIBOUTI	DJO
DOMINICA	DOO
DOMINICA REPUBLIC	DRO
ECUADOR	ECO
EGYPT	EGO

EL SALVADOR	ESO
EQUATORIAL GUINEA	EKO
ESTONIA	ENO
ETHIOPIA	ETO
EUROPE	A40
EUROPE ISLAND	EUO
FAEROE ISLANDS	FOO
FALKLAND ISLANDS	FAO
FEDERATED STATES OF MICRONESIA	FMO
FIJI	FJO
FINLAND	FIO
FRANCE (Includes Corsica)	FRO
FRENCH GUIANA (FR)	FGO
FRENCH POLYNESIA (FR)	FPO
FRENCH SOUTHERN/ ANTARCTIC LAND	FSO
GABON	GBO
GAMBIA	GAO
GAZA STRIP	GZO
GEORGIA	GGO
GERMANY DEMOCRATIC REPUBLIC	GEO
GHANA	GHO
GIBRALTAR (UK)	GIO
GILLIGAN ISLANDS	GFO
GLORIOSO ISLANDS	GOO
GREECE	GRO
GREENLAND (DE)	GLO
GRENADA	GJO
GUADELOUPE (FR)	GPO
GUAM	GQO
GUATEMALA	GTO
GUERNSEY	GKO
GUINEA	GVO
GUINEA-BISSAU	PUO
GUYANA	GYO
HAITI	HAO
HEARD & MCDONALD ISLANDS	HMO
HONDURAS	HOO
HONG KONG	HKO
HOWLAND ISLAND	HQO
HUNGARY	HUO
ICELAND	ICO
INDIA	INO
INDONESIA	IDO

IRAN	IRO
IRAQ	IZO
IRAQ-SAUDI ARABIA NEUTRAL ZONE	IYO
IRELAND	EIO
ISRAEL	ISO
ISRAEL-JORDAN NEUTRAL ZONE	IWO
ISRAEL-SYRIA NEUTRAL ZONE	IUO
ITALY	YTO
IVORY COAST	IVO
JAMAICA	JMO
JAN MAYAN	JNO
JAPAN	JAO
JARVIS ISLAND	DQO
JERSEY	JEO
JOHNSTON ATOLL	JQO
JORDAN	JOO
KAZAKHSTAN	KZO
KENYA	KEO
KINGMAN REEF	KQO
KIRIBATI	KRO
KOREA DEM PEOPLES' REPUBLIC	KSO
KUWAIT	KUO
KYRGYZSTAN	KGO
LAOS	LAO
LATVIA	LGO
LEBANON	LEO
LESOTHO	LTO
LIBERIA	LIO
LIBYA	LYO
LIECHTENSTEIN	LSO
LITHUANIA	LHO
LUXEMBOURG	LUO
MACAU (PT)	MCO
MACEDONI (Formerly YOO)	MKO
MADAGASCAR	MAO
MALAWI	MIO
MALAYSIA	MYO
MALDIVES	MVO
MALI	MLO
MALTA	MTO
MAN ISLE OF	IMO
MARSHALL ISLANDS	RMO
MARTINIQUE	MBO

MAURITANIA	MRO
MAURITIUS	MPO
MAYOTTE ISLAND	MFO
MEDITERRANEAN	A5O
MEXICO	MXO
MICRONESIA, FED STATES OF	MJO
MIDWAY ISLANDS	MQO
MOLDOVA	MDO
MONACO	MNO
MONGOLIA	MGO
MONTENEGRO (Formerly YOO)	MWO
MONTESERRAT (UK)	MHO
MOROCCO	MOO
MOZAMBIQUE	MZO
NAMIBIA	WAO
NAURU	NYO
NAVASSA ISLAND	BQO
NATO	NIO
NEPAL	NPO
NETHERLANDS	NLO
NETHERLANDS ANTILLES (NE)	NTO
NEW CALEDONIA (FR)	NCO
NEW ZEALAND	NZO
NICARAGUA	NUO
NIGER	NGO
NIGERIA	NIO
NIUE ISLAND	NEO
NORFOLK ISLANDS (AT)	NFO
NORTH ATLANTIC	A6O
NORTHERN MARIANA ISLANDS	CQO
NORWAY	NOO
NOVA ISLAND	JUO
OMAN	MUO
OVERSEAS CONTINGENCY TDY	UOO
PACIFIC	A7O
PAKISTAN	PKO
PALAU ISLANDS	PBO
PALMYRA ATOLL	LQO
PANAMA	PMO
PAPUA-NEW GUINEA	PPO
PARACEL ISLANDS	PFO
PARAGUAY	PAO
PERU	PEO

PHILIPPINES	RPO
PITCAIRN ISLANDS	PCO
POLAND	PLO
PORTUGAL	POO
QATAR	QAO
REUNION (FR)	REO
ROMANIA	ROO
RUSSIA	RSO
RWANDA	RWO
S GEORGIA/S SANDWICH ISLANDS	SXO
SAN MARINO	SMO
SAO TOME & PRINCIPE	TPO
SAUDI ARABIA	SAO
SENEGAL	SGO
SERBIA (Formerly YOO)	SRO
SEYCHELLES	SEO
SIERRA LEONE	SLO
SINGAPORE	SNO
SLOVAKIA (Formerly CZO)	LOO
SLOVENIA (Formerly YOO)	SIO
SOLOMON ISLANDS	BPO
SOMALIA	SOO
SOUTH AFRICA	SFO
SOUTHEAST ASIA	ZZO
SPAIN	SPO
SPANISH SAHARA	SSO
SRI LANKA	CEO
ST CHRISTOPHER & NEVIS	SCO
ST HELENA (UK)	SHO
ST LUCIA	STO
ST PIERRE & MIQUELON (FR)	SBO
ST VINCENT & GRENADINES	VCO
SUDAN	SUO
SURINAME	NSO
SVALBARD	SVO
SWAZILAND	WZO
SWEDEN	SWO
SWITZERLAND	SZO
SYRIA	SYO
TAIWAN	TWO
TAJIKISTAN	TIO
TANZANIA, United Republic of	TZO
THAILAND	THO

TOGO	TOO
TOKELAU (NZ)	TLO
TONGA	TNO
TRINIDAD & TOBAGO	TDO
TROMELIN ISLAND	TEO
TRUST TERRITORY OF PACIFIC	PSO
TUNISIA	TSO
TURKEY	TUO
TURKMENISTAN	TXO
TURKS & CAICOS ISLANDS	TKO
TUVALU	TVO
UGANDA	UGO
UKRAINE	UPO
UNITED ARAB EM	TCO
UNITED KINGDOM	UKO
UNITED STATES OF AMERICA	USO
UPPER BERKINA	UVO
URUGUAY	UYO
U.S. VIRGIN ISLANDS	VQO
UZBEKISTAN	UZO
VANUATU	NHO
VATICAN CITY	VTO
VENEZUELA	VEO
VIETNAM	VMO
WAKE ISLAND	WQO
WALLIS & FUTUNA	WFO
WEST BANK	WEO
WESTERN SAHARA	WIO
WESTERN SAMOA	WSO
YEMEN	YMO
ZAIRE	CGO
ZAMBIA	ZAO
ZIMBABWE	ZIO

NOTE:

1. Code 11 applies to appropriation funds 57*3010. If appropriation fund 57X3010 applies, use code 10.
2. Code 29 applies to appropriation fund 57*3600. If appropriation fund 57X3600 applies, use code 28.
3. As indicated on Army, Navy, or Marine Corps credit card, when fund code is not known, leave blank.

NOTE: Asterisk (*) denotes entry of last digit of fiscal year, that is 6 for FY96.

Attachment 1E-8
TYPE ISSUE/DEFUEL CODES

Part I - Aviation Fuel Transactions

Code	Used for:
A	Base Into-Plane, home station USAF aircraft (a/c)
B	Base Into-Plane, Transient USAF a/c
C	Contractor Into-Plane
D	DoD Service/Agency Into-Plane
E	Bulk Sales
F	Foreign Air Force/government issues to USAF a/c, for example issues from RCF to USAF aircraft. DO NOT use for issues made under RIK agreements.
G	Free Fuel (In-flight refueling)
H	Fuel used on a/c procurement funded contracts for scheduled mod of USAF a/c or pre-delivery testing of a new production a/c and engines (used with CIC of ASD)
I	In-flight refueling to an a/c and defuel from a tanker a/c
J	Fuel used for delivery (flight) of new production a/c to first assignment base (used with CIC of ASD)
L	AF Form 315, United States Air Force Avfuels Invoice , issue to USAF a/c at market price
M	Fuels used on AFMC RDT&E AF CIP contracts. (used with CIC of SYS)
N	1. Fuel used on AFMC contracts for a/c and engine mod, maint. and overhaul programs. Includes fuel issued for flt test and engine block test as part of these programs (used with CICs of: ISM, IWR, IOC, ISA, IOO, MAT) OR; 2. Fuels used on AFMC RDT&E funded contracts for research and development of a/c and/or engines not scheduled for the active inventory (used with CIC of SYS)
O	RIK In-flight refueling transactions
P	Free Fuel (flight line)
Q	Cash sales (CIC = "CSH")
R	Replacement-in-Kind: to foreign governments under terms of RIK agreements (cannot assume valid tail #); also for AMAS issues/defuels for USAF a/c by air forces of Greece, Italy, Turkey, Japan, and Korea (valid tail #)
T	Jettisoned fuel from a/c by tankers
U	Commercial: contract operations only
V	Commercial: civil operations only
W	Fuels used on AFMC RDT&E funded contracts for a/c and/or engines not scheduled for the active inventory (used with CIC of SYS)
X	Bailed a/c: a/c bailed to contractors for R&D funded contracts; restricted to CIC of "SYS" unless otherwise approved or directed by SA-ALC
Y	Commercial: charter operations only
Z	Aerial Bulk Fuel Delivery System: issue/defuel to aerial bulk fuel delivery systems

Part II - Ground Fuel Transactions

Code	Used for:
1	VIMS off base (taxable)
2	Utility (heating, electrical)
3	Aerospace Ground Equipment (AGE, GSE)
4	Other Non-VIMS (lawn mowers, gas cans, MWR)
5	VIMS on base (tax exempt) (note 1)
6	Power production (emergency power, generators, Avfuel)
7	Alternate Fuels (compressed gas, etc.)
8	Army, Navy, Other DoD, GSA (non-reimbursable fuel)
9	GSA (reimbursable fuel)
0	Free fuel

NOTE 1: Tax refunds are filed quarterly by SA-ALC/SFRF for ground products consumed at all AF bases. BFMOs will obtain a list of tax exempt vehicles from base transportation quarterly and re-code the VILs and/or serv-o-plates to TID code 5. If any vehicle uses a county, state or federal highway one or more times during the quarter, that vehicle cannot be tax exempt. Crossing over a county, state or federal highway at an intersection does not count as use.

Attachment 1F-1

FUELS MANAGEMENT DATA REPORT, M34 REPORT OUTPUT IMAGE (ROI)

TRIC 1-3	SRAN 4-9	Date 10-13	Image # 14-17	Grade 20-22	SIOATH # 23-25	Cont # 26-29	SUF 30	33-40	41-48	49-56	57-64	65-72	73-80
XXX	FPXXXX	XXXX	0001	XXX				Defuels	Refuels	Shpts	Note 5		Note 5
XXX	FPXXXX	XXXX	0002	XXX				Recpts AF	Recpts DESC- Term	Recpts DESC- Cont	Recpts Army	Recpts Navy	Recpts LP
XXX	FPXXXX	XXXX	0003	XXX				IAV Temp & Hand- Gain	IAV Temp & Hand - Loss	All other gain	All other loss	TID1 1GC/ 1ME	TID2-4 1GC/ 1ME
XXX	FPXXXX	XXXX	0004	XXX				Ending Inven- tory	Due In	Useable Storage Space	1GC Army/ Navy TID C	All 1ME TID D	All 1GC 1ME TID L
XXX	FPXXXX	XXXX	0005	XXX	XXX	XXXX	X	Author- ized Receipts	Received	Due In			
XXX	FPXXXX	XXXX	0006	XXX				Refuels	Defuels	IAV	Total		
XXX	FPXXXX	XXXX	0007	XXX					Ship- ments	IAV Loss	Total		

NOTES:

- Any quantity field ending with an alpha or special character denotes a negative field.

Character	!	J	K	L	M	N	O	P	Q	R
Numeric Value	0	1	2	3	4	5	6	7	8	9

- TRIC assignment is as follows: TRIC assigned from positions 35 item record load (FIL) assignment of A-AVFUEL, G-Ground Fuel, L-Lube Oil (AVOIL).

1FG = Aviation Fuels.

1FU = Ground Fuels.

- ROI #5 may be duplicated, depending on the number of SIOATH's/contracts loaded.
- ROI's 6 and 7 are summary images and serve to balance the report and reflect in the "Cumulative Summary

Totals" area.

5. Ground fuels only. ROI #1: Positions 49-56 will be zero filled. Positions 57-64 will contain the actual dollar value (whole dollar only) paid this month for the number of gallons specified in positions 73-80. If no dollar values or gallon quantities are available, these positions will be zero filled for ground fuels only. Positions 57-64 and 73-80 will be left blank for all avfuel entries.

6. AVFUEL only. ROI #3: Positions 65-72 and 73-80 will be all zeros.

ROI #4: Off base purchases: Positions 57-64 equals TID C or zeros (into plane cont).

Positions 65-72 equals TID D or zeros (DTH DOD).

Positions 73-80 equals TID L or zeros (Form 15).

Data provided on M34 as a result of input by A&F. Quantities are "MEMO" (INFO) entries and do not affect M34 balancing.

7. Ground fuels only.

ROI #3: Positions 65-72 and 73-80. Quantities are found in "Receipts" area of M34 listing.

ROI #4: Positions 57-64, 65-72, and 73-80. Data provided on M34 as a result of input by A&F. Quantities are "MEMO" INFO entries and do not effect M34 balancing.

8. Data fill all columns from the right and zero fill all unused blocks.

9. ROI #2 positions 49-56. Aviation fuel only. Ground fuels will be all zeros.

10. This format (with modifications) is a reprint of Atch C-34B, AFMAN 23-110V2PT2, Chapter 5.

Attachment 1G-1
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1G1.1. Reserved for Future Use.

Attachment 1H-1

CUSTOMER IDENTIFICATION CODE (CIC) AND TYPE ISSUE/DEFUEL CODE (TID) (AVIATION FUELS)

Nature of Work	CIC and TID Codes	When Used
Aircraft and engine modification, maintenance, and overhaul programs	ISM-N IWR-N IOC-N ISA-N IOO-N MAT-N	Fuel issued on AFMC contracts and engine modernization, maintenance, and overhaul programs. Includes fuel issued for flight test and engine block test as part of these programs.
Modification of USAF aircraft, predelivery testing of a new production aircraft and engines.	ASD-H (Notes 2, 4, and 5)	Fuel used on aircraft procurement funded contracts for scheduled modification of USAF aircraft and engines.
First destination transportation of new production aircraft	ASD-J (Note 6)	Fuel used for delivery (flight) of new production aircraft (aircraft procurement funded contracts) to their first assignment base.
Aircraft component production.	ASD-S (Notes 2 and 4)	Fuel used on aircraft procurement appropriation contracts for aircraft component production development. Applicable to component improvement programs (CIP) contracts citing 3010 funds for FY79 and prior years, and 3600 funds for FY80.
Research, development test and evaluation (RDT&E): AF component improvement program (CIP) (AFMC assigned engines).	SYS-K SYS-M (Notes 3 & 4)	Fuels used on AFMC RDT&E AF CIP contracts citing FY81 and subsequent year funds.
AF RDT&E programs other than CIP.	SYS-W SYS-N (Notes 3 and 4)	Fuels to be used on AFMC RDT&E funded contracts for research and development of aircraft and/or engines not scheduled for the active inventory.

NOTE:

1.

When Contract or Order Number is Funded/Paid by:	Disbursing Station Number is:	Use Customer ID Code:
OC-ALC	S503100	IOC
OO-ALC	S504400	IOO
SA-ALC	S504300	ISA
SM-ALC	S503200	ISM
WR-ALC	S503300	IRW
AFMC/AZ	S503000	MAT

2. Fuel to “ASD” is budgeted by AFMC/FMB. Fuel charged against aircraft procurement funded contracts is charged to RDT&E (3600) appropriation.
3. Fuel charged to “SYS” is RDT&E funded under ASD cognizance. Use TID code “W,” as appropriate, when fuel is used for flight and AFMC flying hours are reported. Use code “M” or “N,” as appropriate, when fuel is used for testing, engine work, or flight test and flying hours are not reported.
4. TID codes “H,” “S,” “K,” “M,” and “W” will be used only at contract locations.
5. Fuel used for predelivery test of the trial installation will be funded from 3010 funds as part of the engineering and test effort.
6. Fuel charged to “ASD” is budgeted by AFMC/FMB, and charged to O&M, AF appropriation.

Attachment II-1
CREDIT AGREEMENTS

PART I -- Credit Agreement (Sample)

ABC Airlines, Inc.
METROPOLITAN INTERNATIONAL AIRPORT
Majortown, USA

Date: _____

SA-ALC/SFRP
1014 Billy Mitchell Blvd., Ste 1
Kelly AFB TX 78241-5603

Subject: Credit Purchase of Air Force Aviation Fuel

1. ABC Airlines, Inc., wishes to purchase aviation fuel at United States Air Force (USAF) bases (includes Air National Guard and Air Force Reserve bases as well). ABC Airlines is required to land at USAF bases to _____ **(see note 1)**.

2. We require ____ DD Form(s) 1896, **Jet Fuel Credit Card(s)** **(see note 2)**. Our billing address is:

ABC Airlines, Inc.
Metropolitan IAP, Box 123
Majortown, USA 12345

Types of aircraft and tail numbers are: **(see note 2)**
B727 Nos. N123H and N456H
MD11 No N876H

3. We agree to present the appropriate landing permit number (if requested) when requesting fuel at a USAF base. In addition, we agree to forward a tax-exemption certificate (if applicable) to SA-ALC/SFRP **(see note 3)**.

4. We understand when we uplift fuel at a USAF base, we will receive a copy of the sales form. Two copies of the form are forwarded to the appropriate Defense Finance and Accounting Service (DFAS) office for billing purposes. We understand the invoice generated as a result of the uplifts is due and payable upon receipt.

5. Our accounting department is fully aware of all the payment conditions which must be met to maintain credit with the United States Air Force. Our point of contact for financial matters is **(include name of person, area code and phone number)**.

6. We understand that failure to comply with the above credit arrangements will be grounds for the Department of the Air Force to cancel credit.

Sincerely,

J. T. Smith, President
ABC Airlines, Inc. (see note 4)

NOTE:

1. This sentence should state the reason for landing at a USAF base. Some commercial companies, other government agencies, both domestic and international, are required to land at USAF bases for a variety of reasons. The following are some examples:
 - a. Weather alternate divert.
 - b. Emergency conditions.
 - c. Attending an official government meeting or function.
 - d. Transporting a domestic or international government dignitary.
 - e. Performing government contract or charter business.
2. Credit cards can be embossed with the aircraft tail number on the card or, if the customer prefers, the tail number may be left off so that the card can be used by any of their aircraft. Types of aircraft and tail numbers are not mandatory. However, the information is sometimes helpful for identification purposes. There is no charge for the cards.
3. A valid Department of the Treasury, Internal Revenue Service Form 637, **Registration for Tax Free Sales and Purchases of Fuel Used in Aircraft**, may be filed with SA-ALC/SFRP, 1014 Billy Mitchell Blvd., Ste. 1, Kelly AFB, TX 78241-5603 to prevent certain Federal Excise Taxes (FET) from being charged.
4. The person signing the credit agreement must be someone who can financially bind the company or agency submitting the agreement.

PART II -- Emergency Avfuel Credit Sales Agreement (Sample)

Date: _____

1. (When the purchase is made by the pilot or crew member on behalf of an airline or company, use "a" below. When the purchase is made for a privately-owned aircraft, use "b" below.)

a. I certify that I am authorized to purchase aviation fuel on an emergency basis for (name of airline/company) .

[OR]

b. I certify that I received the aviation fuel listed below.

2. I agree to remit payment for the aviation fuel received immediately upon receipt of an invoice from the Defense Accounting and Finance Service.

Our address and phone number are: (complete address of airline/company receiving credit and phone

AFMAN23-110V1PT3

number, including area code)

Signature (Pilot/Crew Member)

Typed Name

NOTE: Obtain complete address and phone number of the company/person making purchase if different than shown in paragraph above.

Attachment 1I-2
TAX EXEMPTION CERTIFICATE (SAMPLE)

Date: _____

1. The undersigned certifies that he or she, or the (name of purchaser if other than undersigned) of which he or she is (title), holds certificate of registry number _____* and the fuel delivered into a supply tank of his or her aircraft may be purchased free of tax because such fuel will be used for _____.
2. The undersigned understands that if the fuel is used other than as stated above, and/or for a purpose taxable under the Internal Revenue Code, he or she will be liable for the tax upon such use.
3. The undersigned understands that a fraudulent use of this certificate to secure exemption will subject him or her and all guilty parties to a penalty equivalent to the amount of tax due on the sale of fuel, and on conviction to a fine of no more than \$10,000, or to imprisonment for no more than 5 years, or both, together with the costs of prosecution. The purchaser also understands that he or she must be prepared to establish by satisfactory evidence the purpose for which the fuel purchased under this certificate was used.

(Signature)

Box 3001
Oakland International Airport
Oakland, CA 94615

*Omit reference to certificate of registry number if certificate is being filed for an exemption from Manufacturer's FET on gasoline and lubricating oils.

Attachment 1J-1

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